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YLAND COMMUNITY COLLEGE
1992-93

Excellence Within Reach

DIRECTORY

Correspondence and telephone inquiries should be directed to the areas indicated below:

All addresses are:
MAYLAND COMMUNITY COLLEGE
P.O. Box 547
Spruce Pine, NC 28777

All telephone calls:
(704) 765-7351
(Unless otherwise indicated below)

	Phone Ext.
Dean of Academic Services	245
Curriculum/Faculty	Operator
Continuing Education	205
Avery Learning Center	733-5883
HRD/JTPA/Vocational Education Funds	235
Small Business Center	227
Yancey Learning Center	682-7315
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MAYLAND COMMUNITY COLLEGE

Announcement of Programs
for
1992-93

Community College

Excellence Within Reach

MEMBER
Appalachian Consortium
Council for the Advancement and Support of Education
North Carolina Association of Community College Trustees
Avery County Chamber of Commerce
Banner Elk Chamber of Commerce
Beech Mountain Chamber of Commerce
Mitchell County Chamber of Commerce
Yancey County Chamber of Commerce
North Carolina Community College System
Southern Association of Colleges and Schools
American Association of Community and Junior Colleges
Adult Education Association of the U.S.A.
Association of Community College Trustees
North Carolina Association of Colleges and Universities
North Carolina Criminal Justice Education
and Training Standards Commission
North Carolina Justice Officers' Commission
North Carolina Department of Justice Private
Protection Services Division
Federal Law Enforcement Training Services

For Additional Information, Contact

MAYLAND COMMUNITY COLLEGE
Highway 19E
P.O. Box 547
Spruce Pine, N.C. 28777
Telephone: 704-765-7351

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EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION POLICY

The Board of Trustees, administrators, faculty and staff of Mayland Community College recognize and accept their responsibility for the development of equal employment opportunities that do not discriminate against any employee, applicant or student because of age, race, color, religion, sex, national origin or handicap and will take affirmative action to insure that applicants will be employed and personnel actions will be taken during employment without regard to these factors.

Trustees, administrators, faculty, and staff of Mayland Community College, in fulfilling the purpose of the College, pledge themselves to a policy of conducting activities of the school in a manner affording equal opportunity to all students and employees within the College. To implement this policy, the College pledges:

A. To apply equally the standards and policies of the College.
B. To insure that appropriate resources of the College are available to all, regardless of age, race, color, religion, sex, national origin, handicap or political affiliation.
C. To recruit and employ qualified faculty and staff at all levels and in all departments of the College solely on the basis of criteria related to effectiveness within the College, and to maintain standards of employment consistent with normative job requirements.
D. To provide remuneration on the basis of equal pay for tasks involving equal skills, effort, responsibilities and performance under similar working conditions.
E. To extend to all employees continuing opportunities to equip themselves for advancement within the College, and to insure that advancement is based on individual performance and task requirement.

In addition to a commitment to equal employment opportunity, the College is also committed to a policy of affirmative action. Mayland Community College has established the goal that the proportion of minorities and women should be equal to their proportionate representation in the relevant labor markets for faculty, administrative, professional and non-academic positions. The College's Board of Trustees and President shall oversee the plan of action. The College President shall oversee and monitor the implementation of this plan through the Affirmative Action Officer in cooperation with all faculty and staff through the College.

Affirmative action and equal educational opportunity are viewed as integral parts of the mission and purpose of the College. The President and staff have developed procedures to administer this policy.

This catalog contains a current description of Mayland Community College. It may be changed from time to time to carry out the purposes and objectives of the College. Important changes in fees, dates, programs and policies will be publicized to the student body and reflected in the next issue of the catalog.

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SCHOOL CALENDAR
1992-93

SUMMER QUARTER 1992

June 9—Tuesday	Registration Day
June 10—Wednesday	Faculty Workday
June 11—Thursday	First Day of Classes
June 17—Wednesday	Last Day to Register/Drop/Add
July 6—Monday	Independence Day Holiday
July 20,21—(Mon.,Tues)	Preregistration for Fall Quarter
August 13—Thursday	Last Day of Classes, Monday Class
August 14—Friday	Graduation Breakfast & Practice
August 16—Sunday	Graduation Ceremony

FALL QUARTER 1992

August 31—Monday	Registration Day
September 1—Tuesday	Faculty Workday
September 2—Wednesday	First Day of Classes
September 7—Monday	Labor Day Holiday
September 9—Wednesday	Last Day to Register/Drop/Add
November 2,3—(Mon.,Tues)	Preregistration for Winter Quarter
November 18—Wednesday	Last Day of Classes, Monday Class

WINTER QUARTER 1992

November 24—Tuesday	Registration Day
November 25—Wednesday	Faculty Workday
November 26—Thursday	Thanksgiving Holidays Begin
November 30—Monday	First Day of Classes
December 4—Friday	Last Day to Register/Drop/Add
December 18—Friday	Last Day of Classes before Christmas Holidays
1993	
January 1—Friday	New Year's Holiday
January 4—Monday	Classes Resume
February 9,10—(Tues.,Wed.)	Preregistration for Spring Quarter
February 26—Friday	Last Day of Classes
March 1 - March 8	Snow Make-up Days if Needed

SPRING QUARTER 1993

March 9—Tuesday	Registration Day
March 10—Wednesday	Faculty Workday
March 11—Thursday	First Day of Classes
March 17—Wednesday	Last Day to Register/Drop/Add
April 9—Friday	Easter Holiday
May 11,12—(Tues., Wed.)	Preregistration for Summer Quarter and Fall Quarter
May 27—Thursday	Last Day of Classes, Friday Class

SUMMER QUARTER 1993

June 8—Tuesday	Registration Day
June 9—Wednesday	Faculty Workday
June 10—Thursday	First Day of Classes
June 16—Wednesday	Last Day to Register/Drop/Add
July 5—Monday	Independence Day Holiday
July 27,28—(Tues., Wed.)	Preregistration for Fall Quarter
August 12—Thursday	Last Day of Classes, Monday Class
August 13—Friday	Graduation Breakfast and Practice
August 15—Sunday	Graduation Ceremony

FALL QUARTER 1993

August 30—Monday	Registration Day
August 31—Tuesday	Faculty Workday
September 1—Wednesday	First Day of Classes
September 6—Monday	Labor Day Holiday
September 8—Wednesday	Last Day to Register/Drop/Add
October 26,27—(Tues., Wed.)	Preregistration for Winter Quarter
November 17—Wednesday	Last Day of Classes, Monday Class

MAYLAND COMMUNITY COLLEGE

HISTORY

Mayland Technical Institute was approved by the 1971 session of the General Assembly of North Carolina upon recommendation of the State Board of Education, the Advisory Budget Commission, and the Governor. The recommendations and approval were based upon the work by local citizens of the tri-county area—Mitchell, Avery, and Yancey Counties (hence its name MAYland). Located in the Blue Ridge section of the Appalachian Mountains of Western North Carolina, Mayland is one of the fifty-eight institutions in the North Carolina Community College System.

On December 3, 1979, the Institute was formally renamed Mayland Technical College by the Institute Trustees and the Boards of County Commissions of Mitchell, Avery, and Yancey Counties.

On January 1, 1988, the College was formally renamed Mayland Community College by the College Trustees and the Boards of County Commissions of Mitchell, Avery, and Yancey Counties.

The College also operates the Small Business Center located on campus as well as the Avery County Learning Center located in Newland, and the Yancey County Learning Center located in Burnsville.

COLLEGE MISSION AND GOALS STATEMENT

Mayland Community College, located in the Blue Ridge Mountains of Western North Carolina, has a commitment to technical, vocational, general education, and continuing education and operates under the "Open Door" policy of the North Carolina Department of Community Colleges. Mayland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree, diploma, and certificate.

The Mission of Mayland Community College is to serve the adult population of Mitchell, Avery, and Yancey Counties by providing a continuum of educational resources to enable students to meet their current learning needs, high quality educational programs that will prepare people for employment or that will transfer to other institutions of higher learning, and opportunities to improve the standards of living and the quality of life of residents of the participating counties.

In keeping with the mission of Mayland Community College, the Board of Trustees, staff, and faculty have adopted the following goals. To:

1. Provide effective, efficient instructional/academic programs and modify them as necessary in order to meet the identified needs of the people served.
2. Provide effective support services which assist and enable students to achieve their educational goals.
3. Provide an effective teaching and learning environment conducive to the achievement of each student's maximum potential.
4. Reach out to the community through special programs for the traditionally underserved, as well as provide cultural activities for the entire community.
5. Foster partnerships and support economic development through productive interactions with advisory committees, school systems, businesses and industries, civic groups, and public and private non-profit agencies.
6. Provide comprehensive faculty-staff development programs designed to strengthen the communication skills and educational background of all faculty and staff.
7. Foster the positive institutional image and sense of college pride through open communications, college activities, public relations, and marketing.
8. Maintain an efficient management system through data collection, planning and evaluation designed to improve college operations and effectiveness.
9. Provide appropriate facilities and equipment for all on-and-off campus classes and activities.
10. Continue to assess and evaluate the role of the college in addressing changing community needs.

The Mayland Community College Mission and Goals Statement is predicated upon the following values:

1. The administration, faculty, and staff are committed to excellence and to promoting an attitude of excellence throughout the College.
2. Mayland's reason for being is to provide its students with the best possible education. Maintaining a sense of service to students, the public and our own colleagues will help us provide the best.
3. Decisions will be based on data gathered from as many sources as possible, within and outside the institution, which are relevant to the issues being considered. Diverse ideas on ways to solve problems are encouraged.
4. As a public institution, Mayland is accountable for the resources received, the wise use of these resources, and the monitoring of activities in ways that demonstrate accountability. We develop goals consistent with our mission and keep our focus on these goals.

5. The importance of all employees is recognized through appropriate involvement in planning and decision-making, the encouragement of responsible and creative risk-taking, the recognition and rewarding of exceptional performance, the providing of professional development and the encouragement of open, honest communications.

GENERAL INFORMATION

Location

The main campus of Mayland Community College is located on Highway 19E two miles east of Spruce Pine. The College also operates learning centers in facilities located in Newland and Burnsville.

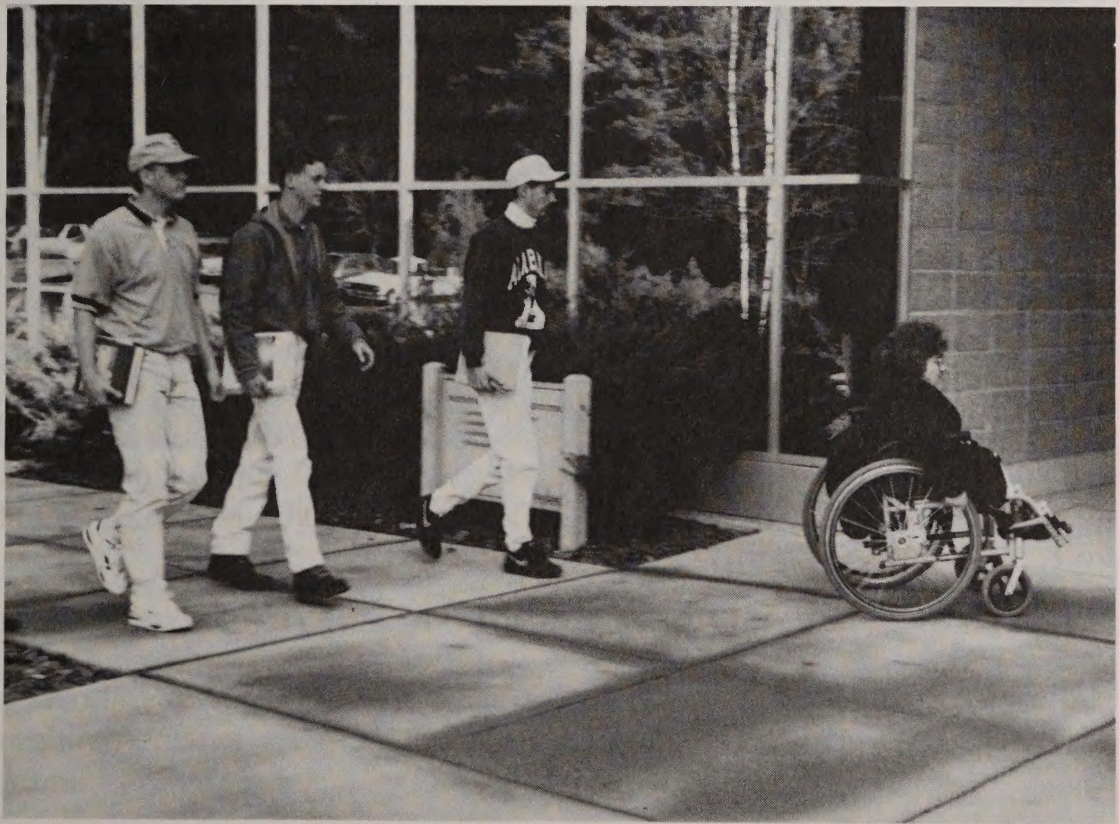
Accreditation

Mayland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree, diploma and certificate. In addition to this comprehensive accreditation, the Nursing Education Options—Level I Program has been accredited by the North Carolina State Board of Nursing, and the College has been accredited by the N.C. Criminal Justice Education and Training Standards Commission.

Evening and Off-Campus Offerings

The college is fully operational both night and day. Students pursuing a degree and working can fit coursework around their work schedule and in some programs can complete all work toward a diploma or degree by attending only in the evening.

The college also has an extensive off-campus program that includes both credit and non-credit courses. Many of these are offered to community organizations, businesses, and industries.



Veterans

All curricular programs and the Adult High School Diploma courses are approved for Veterans Administration educational assistance.

Visitors

Visitors, and in particular prospective students, are always welcome at Mayland Community College. Group tours may be scheduled through the Student Services Office (phone 765-7351.) Members of the Student Services Staff will conduct tours and answer questions about programs.

Office Hours

Administrative offices are normally open Monday through Friday from 8:00 a.m. to 5:00 p.m. Also the Business Office is open from 5:00 p.m. to 9:00 p.m. Monday through Thursday and the Student Services Office is open from 5:00 p.m. to 7:30 p.m. Monday through Thursday.

Office hours of instructors are posted on their office doors at the beginning of each quarter.

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ACADEMIC POLICIES AND PROCEDURES

ADMISSION REQUIREMENTS

Mayland Community College operates under the "Open Door" policy of the North Carolina Department of Community Colleges. Instruction is open to any individual 18 years of age or older who is not presently enrolled in high school. Individuals between 16 and 18 years of age may be admitted to appropriate courses at Mayland Community College in accordance with North Carolina General Statutes and the North Carolina Administrative Code for Community Colleges. Admittance requirements include joint approval of high school and Mayland Community College officials.

Technical Programs and the General Education Program

Requirements for admission to programs leading to an associate degree, technical diploma or certificate:

1. High school graduation or a state-approved equivalent education.
2. Transcripts from high school and post-secondary institutions attended.
3. Completion of the MCC Admissions Placement Test.

Vocational Programs

Requirement for admission to Vocational Programs leading to a diploma:

1. High school graduation or a state-approved equivalent education or approval of an MCC counselor.
2. Transcripts from high school and post-secondary institutions attended.
3. Completion of the MCC Admissions Placement Test.

Nursing Education Options—Level I Program

The nursing program has specific requirements for admission. Current information about the program and requirements is available from the Student Services office.

Basic Law Enforcement Training (BLET)

Candidates for Basic Law Enforcement Training must meet admissions requirements as set forth in Title 12 Chapter 9 of The North Carolina Administrative Code.

Transfer Students/Credit

Students may be admitted with advanced standing by transfer from accredited colleges and universities and from previous programs taken at Mayland Community College. Transfer students must be eligible to return to the last institution attended. If the student is admitted, his or her record will be evaluated to determine the amount and type of credit to be transferred. However, at least one-fourth of the credit required for a degree, diploma, or certificate must be completed at Mayland Community College. Any exceptions will be made by the President.

Non-Degree Students

Students who plan to take one or more courses but not pursue a degree will be admitted after completing the application form only.

Readmittance

Expelled or suspended students may be readmitted at a subsequent quarter by the Admissions Committee. Grounds for expulsion or suspension are found in the Student Conduct Code located in the student handbook.

Adult High School Programs and Other Continuing Education Programs

Admission to these programs is granted to any person 18 years of age or over who shows an interest in enrolling in the programs and a desire to profit from the instruction. Persons 16 years to 18 years of age can enroll in these programs through either the dual-enrollment program or through the high school drop-out referral program. Both of these programs require the approval of the student's high school officials.

Note To Handicapped Students

Federal law prohibits Mayland Community College from making pre-admissions inquiry about handicaps. Information regarding handicaps, voluntarily given or inadvertently received, will not adversely affect any admission decision. If a student requires special services such as an interpreter or taped textbooks because of a handicap, he/she should notify the Director of Student Services at least six weeks in advance. This information will allow the College to prepare appropriate support services to facilitate learning. This information will be kept in strict confidence and has no effect on admission to the College.

Foreign Student Admission

A student wishing to apply for admission as a foreign student should first make arrangements through the American Consulate in his own country to take the Test of English as a Foreign Language (TOEFL). Applicants will not be considered until a satisfactory score is received.

Educational records including transcripts must be translated into the English language and must contain course titles, grades, and an explanation of the marking system. Also foreign applicants must submit an official certification that adequate funds are at the applicant's disposal to meet education and living expenses. Financial aid through the school is not available to foreign students.

In addition, foreign applicants must meet all admission requirements as stated in this catalog.

ADMISSION PROCEDURES

Those wishing to enroll in any curriculum offered by Mayland Community College should:

1. Obtain an application form from the Office of Student Services or from a local high school guidance office.
2. Submit the properly completed application form, including health appraisal form for programs requiring it.
3. Request that a transcript of previous educational experiences be sent directly to the office of Student Services.
4. Take the MCC Admission's Placement Test. This is not an entrance exam. Its purpose is to determine proper course selection in math, English, and reading courses.

Auditing Courses

Students who wish to audit courses must follow regular registration procedures. They will be admitted to class only if there is room after students taking the course for credit are admitted. Audits are to be declared and noted during first 5 days of the quarter. After the drop/add period, a course designation may not be changed from credit to audit or from audit to credit.

Auditing students are charged the same tuition rates credit students are charged but do not receive credit for courses audited. They are expected to observe all attendance and other regulations. Hours taken through audits will not be included in determining enrollment status or eligibility for financial assistance.

EXPENSES

In keeping with its mission, Mayland Community College provides educational opportunities at the least possible cost. Tuition and fees are due at the beginning of each quarter and must be paid at the time of registration.

Tuition per Quarter	**N.C. Resident**	**Out-of-State Resident**
Full-time students		
12 quarter hours	*$138.00	$1290.00
13 quarter hours	149.50	1397.50
14 or more quarter hours	161.00	1505.00
Part-time students (per quarter hour)	11.50	107.50
Activity Fee (students registered for 6 or more credit hours)	4.90	4.90
(students registered for 1-5 credit hours)	2.00	2.00
School Accident Insurance (required of all students regardless of number of credit hours)	1.10	1.10
Processing Fee (charged only for late registration)	5.00	5.00

*Charges for tuition are subject to change as determined by the North Carolina state legislature.

North Carolina residents age 65 and older, high school students, prisoners, and students enrolled in the Adult High School Diploma Program are not required to pay tuition or activity fees. These students may be required to purchase student accident insurance for certain courses. Students preparing to take the General Education Development Tests for a high school equivalency certificate do not pay tuition, activity fee or insurance. However, a $7.50 fee is required to take the GED exam.

BLET—CJC 100 students are exempt from tuition if they meet requirements set forth in the North Carolina Administrative Code—Chapter 12, section 9 and 10.

Other Expenses

Books and Supplies: The cost of books and supplies varies from program to program and from one quarter to another. Generally, this cost will be $20-$50 per class.

Cosmetology Program: Cosmetology students will be required to purchase a basic kit, white uniforms and shoes and a name tag. The total cost of these items will be approximately $175.00.

Physical Education Courses may require a special fee to defer the cost of equipment and facility rental.

Nursing Education Options-Level I Program: Students in the Nursing Program will be required to buy uniforms, shoes, accident and liability insurance, provide transportation to clinical sites, and pay additional graduation expenses. Approximately $1,200.00 will be required to pay these costs.

Equipment Maintenance Charges: In order to help offset the high maintenance costs of computers and other electronic equipment, students taking courses utilizing this equipment will be charged $1.00 per credit hour, not to exceed a maximum total of $5.00 per quarter. This charge is not for the purchase of consumable supplies such as computer paper and floppy disks normally used by the student.

Refunds

(Tuition refund/credit procedure is established by the North Carolina Administrative Code and is subject to revision. Additional required costs to students must be approved by the Mayland Community College Board of Trustees but may be enacted at any time. Announcements of additional charges or changes in cost will be made prior to registration periods.)

Tuition refunds for students shall not be made unless the student is, in the judgment of the Director of Student Services, compelled to withdraw for unavoidable reasons. In such case, two-thirds of the student's tuition will be refunded if the student withdraws within 10 calendar days after the first day of classes as published in the school calendar.

Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, in which case all the student's tuition shall be refunded.

No refund of activity fee will be made unless course fails to materialize.

If a student officially withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the Director of Student Services, the student may be allowed credit for unrefunded tuition and fees if he/she applies for readmission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

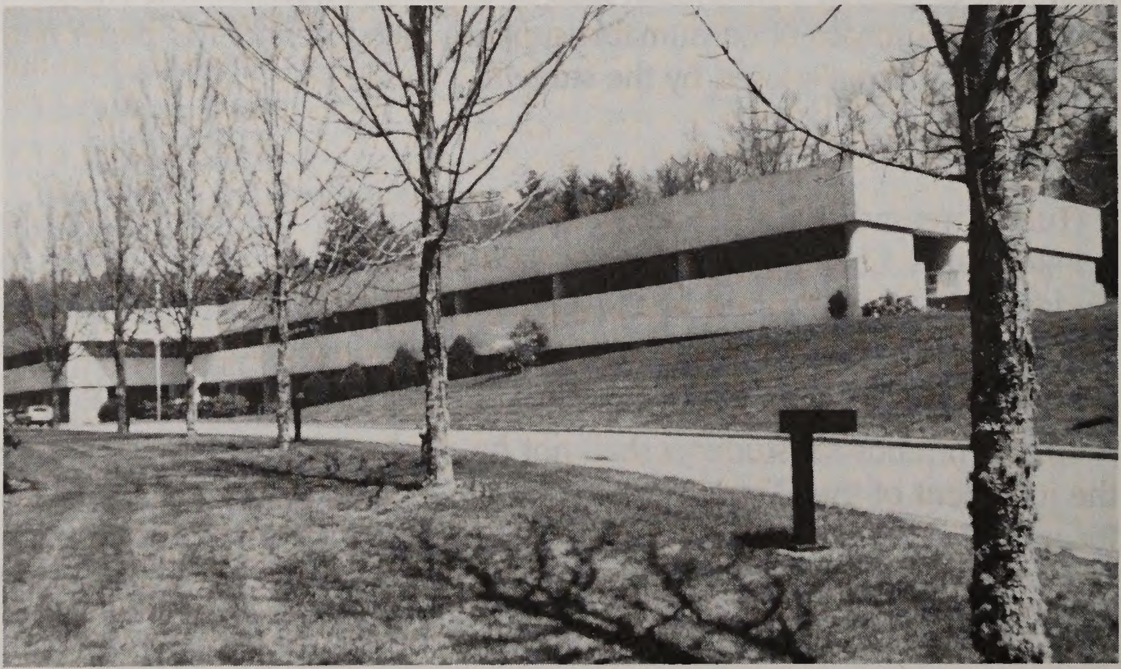
Insurance

All students (full-time and part-time) are required to purchase insurance to cover accidents associated with school activities. This group insurance costs $1.10 per quarter, subject to yearly assessment.

Students may file an insurance claim by completing a form available from the Director of Student Services.

Residency

To qualify as a North Carolina resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and must have maintained that legal residence for at least twelve months prior to his/her classification as a resident for tuition purposes. Every applicant for admission will be required to make a statement as to his/her length of residency in the state and may be asked for additional information to support a residency claim. Each student will be classified by the Registrar as either a resident or non-resident of North Carolina. A student may appeal his/her residency classification to the Director of Student Services within 30 days of the decision.



STUDENT FINANCIAL AID

Consumer Information

Mayland Community College seeks to provide financial assistance to students who otherwise would not be able to continue their education. The types of aid available include scholarships, grants, part-time work and student loans. All students enrolling for six or more credit hours are encouraged to apply for financial assistance. Counselors in Student Services are available to advise and assist students in applying for financial aid.

Student eligibility for financial assistance is determined by a financial statement provided to the Financial Aid Counselor. All information received will remain confidential. Awards are made according to federal, state, and local regulations and are determined by subtracting the total family contribution from the total educational cost. Information submitted may be subject to documented verification.

The school reserves the right to review and make adjustments to awards if the student becomes overawarded, if the student's resources change, or if there are other changes in the student's financial need.

Students in default of a student loan or repayment of a grant cannot be awarded financial aid under Title IV Federal Regulations.

Students receiving financial assistance are required to demonstrate academic progress. Mayland Community College requires that a student maintain satisfactory academic standards as well as earn a minimum of 27 credit hours per academic year when enrolled as a full-time student, 18 credit hours per academic year when enrolled as a three-quarter student, and 9 credit hours per academic year when enrolled as a half-time student.

Students who lose their financial aid for reasons described above may reestablish their financial aid by completing 6 credit hours in a quarter with a 2.00 GPA without the benefit of financial assistance.

Financial Aid awards are not made on the basis of any handicap, race, color, sex or national/ethnic origin.

Satisfactory Progress Standards for Financial Aid

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving aid. For the purpose of maintaining consistency among all students receiving financial aid administered by the College's Financial Aid Office, these standards are applicable to all financial aid programs including all federally sponsored Title IV programs.

DEFINITION OF SATISFACTORY PROGRESS: To receive initially or continue to receive financial aid, a student must demonstrate satisfactory progress as defined in the college's GPA requirements for academic progress and meet the following conditions: The maximum enrollment time frame for the curriculum must not be exceeded. The maximum enrollment time frame for this purpose is defined as the equivalent of twice the number of academic quarters, as outlined in the college catalog, required of full-time students to complete a curriculum.

PROCEDURES: The specific procedures to be used in applying the satisfactory progress standards are outlined below:

1. Satisfactory progress will be evaluated prior to each payment period on a quarterly basis. (Exception: For the Guaranteed Student Loan, Supplemental Loans for Students, and PLUS Loan Programs evaluation will be completed prior to certification of the loan application.)
2. Grades of "F", "I", "WF", "W", "PR", "WP", and "Y"will not qualify as successful completion of credit hours attempted.
3. Repeated courses for which the student initially received a grade of "I" and was paid will not qualify for repayment. Likewise, courses repeated which were previously completed with an "A" will not qualify for repayment.
4. Audited classes are not counted in the number of hours to be considered when determining enrollment status for Pell Grant calculation and other financial aid.
5. Transfer credits from other postsecondary institutions will not be used to determine satisfactory progress.
6. Except for courses in English as a Second Language, no more than one year's worth of non-credit or reduced credit remedial course-work will qualify for payment.
7. A student who fails to demonstrate satisfactory progress as defined will forfeit all financial aid awarded and disbursements will be terminated.
8. The maximum enrollment time frame will be prorated for those students who enroll on a half-time or three-quarter time basis.

APPEAL OF FINANCIAL AID TERMINATION: To appeal financial aid termination a student must be able to demonstrate mitigating circumstances. The procedure for appeal is:

1. A student will indicate in writing to the Coordinator of Financial Aid the reasons why satisfactory progress was not met and why financial aid should not be terminated. Documentation to support the appeal is permitted.
2. Within five working days, the Coordinator of Financial Aid will call a meeting of the Financial Aid Committee to review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing within five working days of the meeting.

3. If the student disagrees with the finding of the committee, the student may file a grievance using the Student Grievance Policy.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY: Should a student lose financial aid eligibility due to not meeting the satisfactory progress definition, termination will continue until the student enrolls for a subsequent academic term at his/her own expense and completes at least six (6) credit hours with a 2.0 GPA.

Application Procedure

Students applying for all financial aid available (with the exception of scholarships) must file either the FFS (Family Financial Statement) or the AFSA (Application for Federal Student Aid). The FFS will be used to determine eligibility for Pell Grants, College Work-Study, SEOG, NCSIG and Stafford Loans. There is a fee charged by ACT to process this application. There is no processing fee for the AFSA which may be used to determine eligibility for the Pell Grant, College Work-Study, SEOG and Stafford Loans.

Any student who wishes to apply for only a scholarship may complete the MCC Scholarship Application.

All applications for financial aid are available in local area high school guidance offices and in the MCC Financial Aid Office.

TYPES OF AID

Pell Grant

The purpose of the Pell Grant is to provide eligible students with a foundation of financial aid for post-secondary education. Any student working toward a degree may be eligible for the grant, which ranges from $200-$1830, depending on the number of quarters attending, the number of credit hours and the cost of education.

College Work-Study Program

This aid is intended to provide eligible students employment to assist in paying their expenses to attend college. The Financial Aid Office endeavors to assign the student to work in an area related to intended career objectives.

Supplemental Educational Opportunity Grant

This grant is for students demonstrating exceptional need to meet their cost of education. Because the SEOG funds are limited, the student should file a FFS as soon as possible.

North Carolina Student Incentive Grant

Students with exceptional financial need may apply for the NCSIG by indicating this when the FFS is being prepared. The deadline to apply for the NCSIG is March 15.

Stafford Loans

Stafford Loans (formerly Guaranteed Student Loans), with no repayment until after graduation or cessation from schooling, are financed by state, federal and private funding sources. Students must complete either the FFS or the AFSA before loan applications can be certified by the Financial Aid Administrator. Information on obtaining applications for the GSL is in the Financial Aid Office.

Scholarships

A number of scholarships are available at MCC, and eligibility requirements vary. Scholarship information is available in the Financial Aid Office. Scholarship applications should be completed and returned to the Financial Aid Office.

OTHER AID AVAILABLE

Vocational Rehabilitation

Handicapped students may be eligible for scholarship assistance under the provisions of U.S. Public Law 565. Prospective students who feel they may qualify for this aid should contact the nearest office of the North Carolina Department of Vocational Rehabilitation.

North Carolina Division of Veterans Affairs Scholarships

These scholarships are available to children of certain deceased, disabled or POW/MIA veterans. For further information, the student should contact the Veterans Service Officer in his/her home county or the Veterans Coordinator at Mayland Community College.

Veterans Administration Benefits

Most curriculum programs offered by the college are approved for Veterans Administration educational assistance benefits.

Veterans, Dependents of Veterans and War Orphans may be eligible for VA benefits.

For further information and assistance in establishing eligibility for educational benefits, the student should contact the Financial Aid Coordinator in the Administrative Services area.

Childcare Project

Eligible students are those who meet income guidelines and are enrolled part-time or full-time in either a vocational or technical program. Childcare assistance covered by this program must be provided by a registered/licensed home or center.

Sex Equity Funds

To be eligible, a student must be enrolled in a curriculum that has fewer than 25% enrollment of his/her same sex. Funding is available for tuition, books, supplies, uniforms, travel reimbursement and childcare in a licensed/registered home or center.

Job Training Partnership Act (JTPA)

The goal of the JTPA program is to serve the unemployed and underemployed students who are enrolled in occupational skills training. Services available include travel, tutorial assistance, counseling, career assessment and child care.

Budget Information

The following are estimated student expenses for a nine-month school year.

	Single Dependent Commuter	**Married Self-Supporting**
Tuition and Fees	*333.00	*333.00
Books and Supplies	540.00	540.00
Housing	877.00	1660.00
Food	630.00	630.00
Personal	525.00	525.00
Transportation	893.00	893.00
Total	$3798.00	$4588.00

*Add $2,961 for out-of-state tuition; child care allowance: $175 per month for first child; add $125 per month for each additional child.

SCHOLARSHIPS

The following scholarships are currently offered at MCC.

Avery County Scholarship— The recipient of this scholarship must be an Avery County resident planning to enroll full-time.

Brad Ragan Scholarship— Two recipients are chosen from each of our three service counties annually. Priority is given to students with high academic achievement and promise.

Buck Stove Scholarship— This scholarship is awarded on the basis of need, academic performance or potential, and full-time enrollment in a curriculum program at MCC.

Carolina Power and Light Company Community College Scholarship— To be considered for this scholarship, a student must be a North Carolina resident living in the CP & L service area.

W.R. "Pete" Deal Scholarship— This scholarship is awarded on the basis of high academic promise and need.

Charles Edwards Memorial Scholarship— This scholarship is awarded to a promising business student.

Virginia Foxx Scholarship— This scholarship is available to a female student who has demonstrated excellence in academic achievement.

Elisha Honeycutt Scholarship— This scholarship is awarded on the basis of academic performance or potential and full-time enrollment in a curriculum program at MCC.

Ben W. and Dixie Glenn Farthing Scholarship— Two scholarships are available on the basis of need to nursing students from Avery, Mitchell, Watauga, or Yancey Counties who will work in one of these counties upon graduation.

MCC Bookstore, MCC Snack Bar, MCC SGA— Scholarship assistance is given to needy students who show promise. One scholarship is given by each MCC group.

McClure Foundation— The James G. K. McClure Educational and Development Fund provides scholarships to academically promising and financially deserving students from Western North Carolina. Evidence of Christian character, participation in extracurricular activities, and service to others are also considered. Applications are available in the MCC Financial Aid Office or in high school guidance offices.

North Carolina Community College Scholarship— Twelve of these scholarships are awarded each year to MCC students. Eligibility is based on North Carolina residency, academic potential and financial need.

Rotary Club Nursing Scholarship— This scholarship is awarded to a nursing student on the basis of need and promise. The recipient is generally a Mitchell County resident.

St. Bernadette Catholic Church— Promising Avery County students are eligible for this scholarship.

Toyota Scholarship— This scholarship is awarded on the basis of need to a student in the Auto Body Repair program.

The William H. Wood Scholarship— This scholarship is available to a student in the Criminal Justice Protective Service Technology Program. Priority is given to a reserve or full-time law enforcement officer.

Southern Bell Telephone & Telegraph Community College Scholarship— This scholarship is available to a North Carolina resident. Selection priority is given to applicants whose job skills have become obsolete because of economic recession in their job fields.

Wachovia Technical Scholarship— This scholarship, sponsored by the Wachovia Bank of North Carolina, is available to a student in either the Electronics Engineering Technology program or the Business Computer Programming program. Award of this scholarship is based on academic potential as well as financial need.

Nurse Scholars Program— Scholarships are awarded on the basis of recommendations from the Nursing Education department.

Blue Ridge Hospital System— This scholarship is awarded on the basis of recommendations of the nursing department.

J.W. Gilbert— Students in technical fields are eligible to apply for this scholarship.

Mayland Community College Foundation Scholarships— These scholarships are made available by interested citizens, businesses and civic organizations. There is an annual award of a Foundation Scholarship to a graduating senior from each of our service area high schools to enroll in MCC following graduation. Foundation Scholarships are awarded to eligible students demonstrating academic potential and financial need. The MCC Foundation endeavors to provide scholarships to all students who qualify.

Avery County Board of Elections Scholarship— The recipient is an Avery County resident and is selected by the Board of Elections.

Avery County Medical Society Scholarship— The recipient is an Avery County resident who demonstrates promise in the field of nursing.

Bob Blue Scholarship— This memorial scholarship is based on strong academic promise and financial need.

Grandfather Golf and Country Club Scholarship— Recipients of these scholarships are either employed by or sponsored by the Grandfather Golf and Country Club.

Grandfather Highland Games Scholarship— Recipients of these scholarships are either employed by or sponsored by Grandfather Mountain.

Jean Welch Scholarship— This endowed scholarship is awarded to a cosmetology student who demonstrates excellence in the MCC Cosmetology Program.

Mary Ohle Scholarship— This endowed scholarship is awarded to an academically gifted and financially needy nursing student.

Dent Memorial Scholarship— This scholarship is awarded to a male student with academic promise who is generally from Mitchell County.

Nunzio and Dollie Palmieri Scholarship— This memorial scholarship is awarded to a female student excelling in her area of study.

LPN Scholarship— Funds for these scholarships are made available by an anonymous donor. The recipients are nursing students excelling in their area of study.

Philanthropic Education Organization, Chapter T— Grants and loans are made available to financially needy, female students who have chosen to return to college to enhance a career change.

Sam and Verdie Ray Scholarship— The recipient of this scholarship is a graduating senior from Avery High School and has participated in the ROTC Program there.

Anabelle Bergner Memorial Scholarship— This scholarship recipient must be a Mitchell County resident in the Nursing Program and plan to work at the Spruce Pine Hospital for a specified period of time.

Spruce Pine Junior Women's Club Scholarship— The recipient must be a Mitchell County female age 25 or older.

Spruce Pine Women's Club Scholarship— The recipient of this scholarship must be a Mitchell County female excelling in her course of study.

St. Lucien's Catholic Church Scholarship— This scholarship is awarded to a financially needy student with academic promise.

Mitchell/Yancey Medical Society Scholarship— The recipient of this scholarship must be either a Mitchell or a Yancey County resident in the Nursing Program.

C.D. Lawson Endowed Scholarship— This scholarship is awarded to a student who has academic promise and financial need.

A number of other scholarships are made available on a yearly basis. For information, contact the MCC Financial Aid Office.

Scholarship application forms are available in the Student Financial Aid Office and in high school guidance offices.

ENROLLMENT INFORMATION

Registration

Curriculum students are expected to register for courses on the day specified on the calendar in the front of this catalog. A $5.00 processing fee will be charged if a student registers after this date.

Advisor System

Every student who applies for admission is assigned to a faculty advisor within the department the student plans to enter. The student is notified of the identity of his/her advisor in the registration instruction letter sent to new students at the beginning of each quarter.

The faculty advisor is available to assist the student in planning a program of studies and registering for classes at the beginning of each quarter.

The student is encouraged and may be required to seek out his/her faculty advisor as a continuing source of help while he/she is enrolled at Mayland Community College.

Course Load

Students enrolled for 12 or more quarter hours are classified as full-time students. Normal course loads will vary from one curriculum to another and from one quarter to another. Normal course loads are outlined, by department, in this catalog. Students must have the permission of their advisor and the Dean of Academic Services in order to carry more than 18 credit hours in General Education, 21 credit hours in Technical Programs or 25 credit hours in Vocational Programs. Students in Nursing Education are exempt from this maximum load.

Schedule Changes

Students may change their schedule of classes during the drop-add period (5 class days after registration day) without academic penalty. After the drop-add period, students who drop a course will be given a grade of "WP" or "WF," at the discretion of the instructor according to the quality of the student's performance.

To add a course after the drop-add period, a student must secure the approval of the instructor involved and the Dean of Academic Services.

To make a schedule change, a student must:

1. Obtain drop-add form(s) from the Student Services or Registrar's Office.
2. Complete the form(s) and secure necessary signatures.
3. Return completed form(s) to the Student Services or Registrar's Office.

Courses Repeated for Credit

When a course is repeated, the last grade recorded is the final grade for the course, and only the last hours attempted are counted in computing total credit hours and in determining the student's grade point average. Courses with earned grades of C or better may be repeated only by special permission from the instructor and the Dean of Academic Services.

Removal of Incompletes

An "I" or "Incomplete" grade indicates that a student has done passing work in a course; but, because of unusual circumstances, the student failed to complete some portion of the required work. Unless this incomplete is removed before the end of the succeeding term, the "I" will automatically be changed to an "F." This removal period can be extended only by the Dean of Academic Services.

In the absence of the instructor, the department head will set the criteria for the removal of an "I" grade.

Transfer of Credits

Credits transferred from another school may be substituted for MCC courses if the content of the courses to be transferred is substantially the same as that of the required courses. At least one-fourth of the credit required for a degree, diploma or certificate must be completed at Mayland Community College. Any exceptions will be made by the President.

Credit from another school with a grade below a "C" will not be accepted.

Credit for previous educational experiences that happened more than seven (7) years before the date of enrollment is not automatic but may be granted by the Registrar, in consultation with the department head.

Credits earned at another institution will not be considered in the computation of a student's grade point average.

Procedures For Transcript Evaluation

1. An official transcript of post-secondary credits earned will be requested by the student to be released to MCC.
2. The Registrar will evaluate all transcripts of previous education according to the above stated policies.
3. Courses determined by the Registrar to be applicable to the MCC credits will be recorded on his/her permanent record and designated as transfer credit(s). In questionable cases, the Registrar will consult the department head(s).
4. A copy of the student's permanent record with the final listing of transfer credit will be sent to the student, the student's advisor and—when applicable—the Coordinator of Veterans Affairs.

Transfer of Credits To Other Schools

Credits earned in curriculum programs may frequently be transferred to other colleges and universities. Students planning to transfer to another institution prior to or after completing a degree program at Mayland should consult a counselor in Student Services to determine the transferability of courses from Mayland to another institution. For many schools in North Carolina and a few in Tennessee, Mayland has established transfer agreements which designate Mayland courses which will be accepted for credit at those institutions.

Students planning to transfer should obtain a catalog from the institution to which they intend to transfer. By working closely with advisors and counselors at Mayland and the institution to which the student is transferring, students can maximize the likelihood of receiving credit for Mayland courses at another institution.

Release of Transcripts

In accordance with the Family Educational Rights and Privacy Act of 1974, an official transcript of an academic record will be released by the Registrar to a third party only upon receipt of a written request from the student—owner of the record. A transcript labeled "Student Copy" will be furnished directly to the student.

Students should allow a reasonable time for the Registrar to respond to transcript requests.

Mayland Community College's Privacy of Student Education Records Policy is published in the Student Handbook.

Proficiency Examinations

Credit for past experience and/or education may be allowed if a student can demonstrate, by examination, the level of proficiency required in a particular course. The student has the responsibility of demonstrating to the department head prior to enrolling in the class or within the first five school days of a quarter that a proficiency exam is proper. The test(s) used will always reflect the objectives of the course to be exempted. The department head has the authority to accept or deny such a request.

The credit will be based on a departmental examination administered at the direction of the head of the department in which the course is offered. A final determination on credit to be awarded to the student will be made by the Dean of Academic Services upon receipt of a copy of the proficiency exam and a recommendation from the department head.

After a student has successfully completed an examination and a determination has been made on credit to be awarded, the Dean of Academic Services will forward to the Registrar a copy of the examination for inclusion in the student's permanent academic record, the course number, and the credit to be awarded, and then entered by the Registrar on the student's transcript. No quality points will be awarded.

Credit through CLEP scores or high school Advanced Placement (AP) scores will be given on an individual basis. The decision of how many credits and which course(s) can be exempted will be made by the Dean of Academic Services.

Independent Study

The completion of courses through independent study is discouraged. The written approval of the Dean of Academic Services must be obtained before a student will be allowed to register for a course on an independent study basis.

Credit For Experiential Learning

A student may present a file or portfolio of information to the respective department head for the purpose of justifying academic credit for past experiences. The department head will either forward the file or portfolio to the Dean of Academic Services and recommend the number of academic credits to be awarded or require the student to provide additional information on which to base a decision. A final determination on the credit to be awarded to the student will be made by the Dean of Academic Services upon receipt of the recommendation from the department head.

All documentation leading to the awarding of credit for experiential learning will be filed with the Registrar.

Credit For Military Training

The "Guide To The Evaluation of Educational Experiences In The Armed Services" will be used to evaluate military training. The Registrar will consult with the department head before awarding academic credit.

Grading System

The curriculum student's work is evaluated according to the letter-grade system given below. Course grades are issued at the end of each quarter, recorded on the student's transcript and averaged according to grade point equivalents to determine the student's academic standing.

Grade Interpretation

		Grade Point Equivalent
A	An honor mark assigned for work of highest quality.	4 points per credit hour
B	A mark assigned for work of above average quality.	3 points per credit hour
C	A mark assigned for work of average quality.	2 points per credit hour
D	A mark assigned for work of minimum quality.	1 point per credit hour
F	A mark assigned for work below minimum quality.	0 points per credit hour
I	A special mark used only for students who cannot complete course work because of extreme hardship. The student must present a request for this mark to the respective instructor.	Not Computed
PR	Indicates that a student passed a proficiency examination or approval of experiential learning to meet the requirements of the course.	Not Computed
R	Course Repeated	Not Computed
SP	Indicates work of acceptable quality in a course that has not been completed.	Not Computed
WF	Indicates that the student's work is below minimum quality at the time of withdrawal.	0 points per credit hour
WP	Indicates that the student's work is of acceptable quality at the time of withdrawal.	Not Computed
W	Administrative withdrawal	Not Computed
WA	Administrative withdrawal (Never attended)	Not Computed
Y	Audit	Not Computed

Academic Probation

Students are expected to maintain satisfactory academic standards. Students who fail to maintain the cumulative grade point averages stated in the following scale will be notified that they have been placed on academic probation.

Credit Hours Attempted	Minimum Grade Point Average
1-23	1.50
24-31	1.75
32 and above	2.00
Graduation	2.00

A student enrolled in a certificate program with less than 32 total credit hours must achieve a 2.00 or above grade point average by the time 50% of the program's hours are completed.

Students placed on academic probation are required to consult a counselor in the Student Services Office and their academic advisors to develop plans for improving their academic performance.

Academic Suspension

A student on academic probation for two consecutive quarters will be placed on academic suspension unless his/her cumulative G.P.A. has removed him/her from probationary status. If a student is placed on suspension, the following options are available.

1. Withdraw from school for at least one quarter.
2. Accept another learning option developed by a Student Support Services counselor and approved by the academic advisors involved.

   Possible learning options may involve a reduced course load; a change to another curriculum or to developmental studies; or a change to another arrangement that meets the student's aptitudes, interests and needs.

Students who are required to withdraw from a program will be readmitted to that program upon the recommendation of the Admissions Committee. Students placed on academic suspension will not be eligible for educational benefits.

Progress Requirements for Students Receiving Federal Student Aid or Other Educational Benefits

In addition to the above grade point average requirements, students who are receiving federal student aid, veterans educational benefits or any other monetary benefits based on school attendance must successfully complete the minimum hours stated in the following chart.

Enrollment Status	Credit Hours Per Academic Year (9 months)	Average Per Term
Full Time	27	9
3/4 Time	18	6
1/2 Time	9	3

Evaluation of Progress

The academic progress of students receiving educational benefits will be evaluated at the end of each quarter. Their benefits will be terminated if the students have not met the credit hour standard at the end of their academic year; or benefits may be terminated earlier if there is no possibility of meeting the standard by the end of their academic year.

Students who lose their benefits because of such unavoidable circumstances as illness or change of work schedule may have them extended by the Financial Aid Committee as long as they meet the G.P.A. and progress standards in the following quarter.

Re-establishing Benefits

Students who lose their educational benefits may re-establish them by successfully completing six quarter hours at Mayland Community College, with at least a 2.00 G.P.A., when not receiving educational benefits.

Academic Honors

In recognition of students with outstanding academic records, the President's List, Dean's List, and Honor's List will be published at the end of each quarter. To qualify for the President's List a student must take a minimum work load of 12 quarter hours credit and maintain a 4.00 grade point average with no "I's". To qualify for the Dean's List, a student must take a minimum work load of 12 hours credit and maintain at least a 3.50 grade point average, with no "I's". To qualify for the Honor's List, a student must take a work load of 6-11 hours credit and maintain at least a 3.50 grade point average, with no "I's".

Requirements for Graduation

A student is eligible for graduation when he/she (1) has satisfactorily completed all the requirements of the curriculum; (2) has an overall quality point average of 2.0; (3) has met all financial obligations to Mayland Community College; (4) has completed the appropriate form which indicates desired date of graduation.

In order for a student to participate in the graduation ceremony, he or she must file appropriate requests by the deadlines set each year by the chief academic officer. This is to ensure that diplomas, programs, etc. may be prepared.

HONORS: A graduating student who has earned an overall quality point average of 3.50 or better on all work completed at Mayland Community College will receive his or her diploma or degree with "honors."

Selection of Commencement Marshals

Marshals will be selected from the undergraduates who have earned 45 or more credit hours at Mayland Community College at the end of the spring quarter before graduation and who have a quality point average of 3.50 or above.

The Chief Marshal will be the participating marshal with the highest G.P.A.

Degrees, Diplomas and Certificates

THE ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.) is awarded to any student successfully completing a two-year technical program.

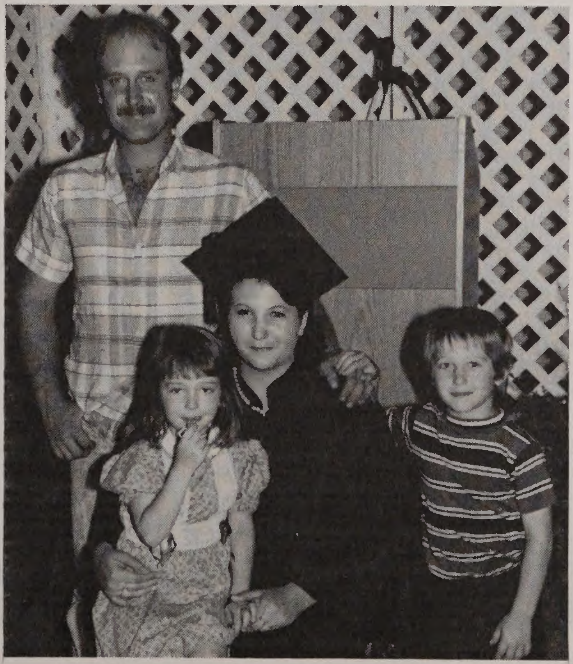
THE ASSOCIATE IN GENERAL EDUCATION DEGREE (A.G.E.) is awarded to any student successfully completing the two-year General Education Program.

A DIPLOMA is awarded to the student completing a vocational program of study that is one year or more in length.

CERTIFICATES of course completion are awarded for special short courses and programs of less than one year in length.

ADULT HIGH SCHOOL DIPLOMAS are awarded by the cooperating County Board of Education to students satisfactorily completing the Adult High School Program.

ADULT HIGH SCHOOL EQUIVALENCY certificates are awarded by the North Carolina Department of Public Instruction to individuals who make satisfactory scores on the General Education Development (G.E.D.) tests.



STUDENT GUIDELINES

Student Conduct Code (see the student handbook)

Attendance

Students are expected to be present and on time for all scheduled classes. Each course has an attendance policy, which will be issued to the student at the first class.

The student will be held responsible for all academic requirements, regardless of class attendance.

Occasionally Saturday classes are held in order to make up days missed due to inclement weather.

Students enrolled in mandated law enforcement training must meet attendance requirements as set forth in Title 12 Chapter 9 of the North Carolina Administrative Code.

Withdrawing From School

Students who withdraw from the College during any quarter should first consult with the Student Services Office.

To withdraw from the College, the student will use the following procedures:

1. Complete an exit interview with a counselor.
2. Complete a drop-add form, listing each course being dropped and securing the signatures of the respective instructors.

Privacy Rights of Students

The privacy of student records at Mayland Community College is governed by the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). The Registrar shall ensure compliance with the provisions of that act and any other applicable law.

Directory information (a list of student names, addresses and phone numbers) will be published for internal campus use only. Information such as name and program may be used for such news releases as the quarterly Academic Honors List or the graduation list. Students not wanting information released must sign a non-disclosure form on an annual basis. This form is available in the Student Services Office.

No records shall be available to unauthorized personnel or groups outside the College without the written consent of the student involved except under legal compulsion.

For additional information about their rights students should consult the Student Handbook or discuss the subject with the Director of Student Services.

Campus Smoking Policy

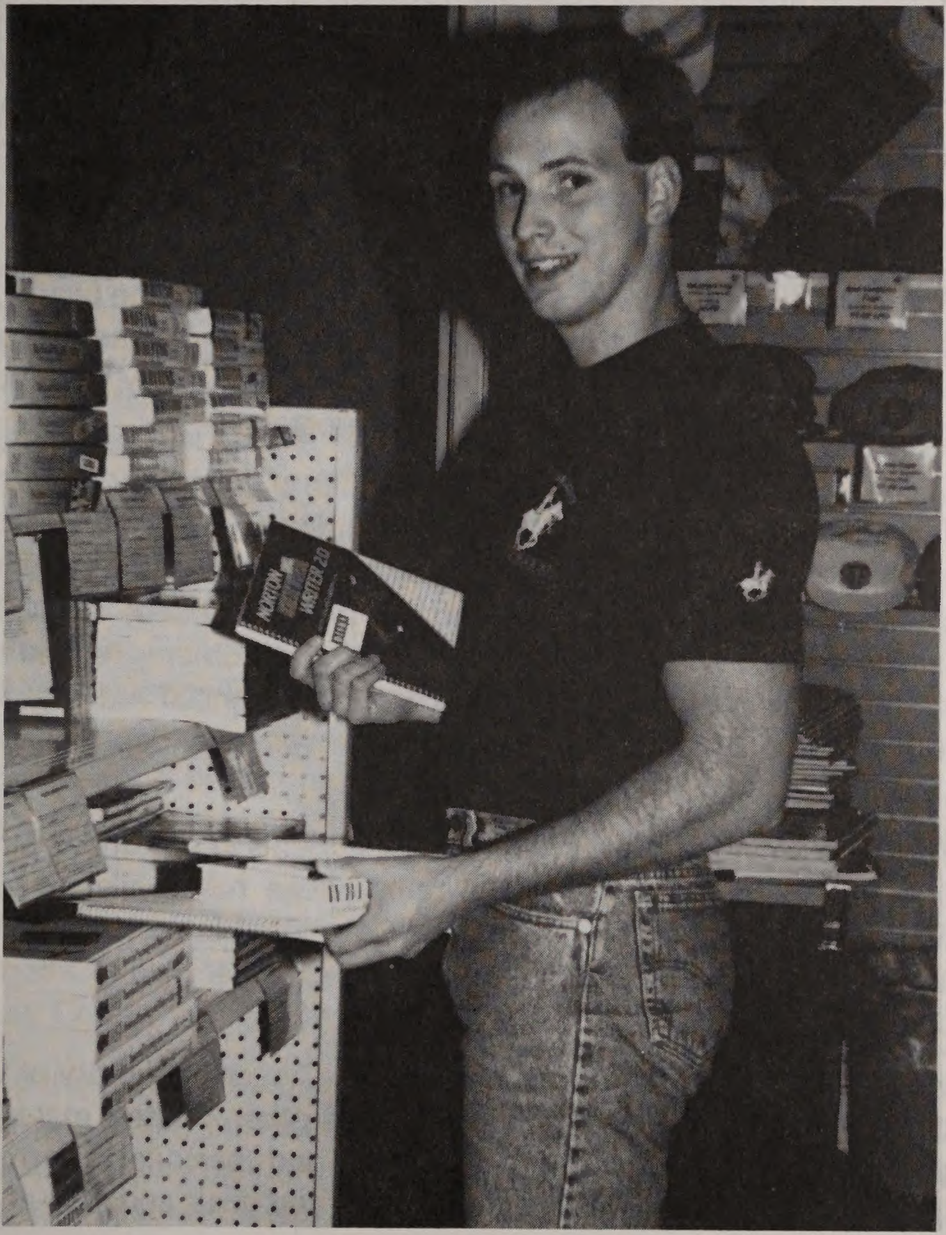
Smoking in facilities on campus will be allowed only in designated areas and in offices of personnel with their approval. The Board of Trustees authorizes the President to establish and post the designated smoking areas.

Parking

Students, faculty, staff and visitors are expected to park in the main parking lot. Only handicapped persons who have been issued a special sticker by the Bookstore may use the spaces designated for the handicapped.

Cars parked along the access road are subject to being towed away, at owner's expense, since this is a fire lane that must be kept open at all times.

All N.C. laws related to motor vehicles apply to vehicles operated in the Mayland Community College parking areas.



STUDENT SERVICES

The Student Services Office provides a variety of support services to prospective students and enrolled students as they explore career options and Mayland Community College programs.

1. PLACEMENT TESTING & ADMISSIONS COUNSELING
   All entering curriculum students are expected to participate in the Placement Testing and Admissions Counseling Program offered by the College. Placement test scores are used to place students in suitable English, reading, and mathematics courses.

   If placement test scores indicate above average skills, a student may be allowed to exempt particular classes by following the procedures in the catalog section titled Proficiency Examinations. If the scores indicate developmental work is needed, the student may be placed in skill-building courses. Credits for some developmental courses may not count toward the required number of credit hours for graduation.

2. FINANCIAL AID
   Financial information and application procedure help are provided. The Coordinator of Financial Aid will provide information and assistance to students applying for the various types of aid described in the Financial Aid section of this catalog.

3. ORIENTATION
   An orientation program is conducted by members of the faculty, staff and student body to acquaint the new student with the personnel, regulations, policies and privileges of the College. New students will be notified about the schedule for the program.

4. GUIDANCE AND COUNSELING SERVICE
   Trained counselors are available in the Student Services Office to assist students with educational, vocational or personal problems. In addition, each student at Mayland Community College is assigned a faculty advisor who is available for help with problems related to the student's course work. The Coordinator of Financial Aid is available to offer special assistance to veterans and veterans' dependents.

5. TESTING SERVICE
   Testing is provided (at no cost) to assist students in self-understanding. In addition to placement tests, the College has available tests to measure aptitude, achievement and vocational interests. Individuals are encouraged to use these services.

6. CAREER/PERSONAL DEVELOPMENT CENTER
   Housed in Mayland's Learning Resources Center is a library of videotapes, filmstrips, college information and other printed material for people who need educational, career and personal information. Individuals may also evaluate their values and goals and look at a vast

array of educational and occupational information by interacting with the System of Interactive Guidance and Information Plus (SIGI) in a computer located in the center.

7. COOPERATIVE EDUCATION/JOB PLACEMENT
Students may choose to enroll in a Cooperative Education course to obtain job experience in their chosen field. Credit hours are awarded according to the number of hours worked. More information can be obtained from the Director of Cooperative Education and in the Cooperative Education section of this catalog.

Job placement services are also provided for students and alumni. Current information on local, state and regional job vacancies is updated weekly.

Housing

Mayland Community College has no dormitory facilities. Students who wish to live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing. The Office of Student Services will provide suggestions as to locations of possible housing.

Health Services

Mayland Community College has no facilities or personnel for medical treatment other than for minor first aid and assumes no financial responsibility for injuries or sickness of students. Students suffering acute illness or injuries requiring more than minor first aid will be taken to the emergency room of Spruce Pine Community Hospital. The student will be responsible for costs incurred in such treatment.

Students must provide themselves with medical insurance to cover illness and injuries. Accident insurance covering accidents occurring at school or on school-sponsored trips is $1.10 per quarter and is included in the student activity fee.

Students are encouraged to use the services of the Health Department in their counties of residence for such purposes as clinics, evaluation, X-rays, inoculations, health information, etc. A schedule of services for each county will be posted in the student center, or students may call for information.

Avery County Health Department	733-4971
Mitchell County Health Department	688-2371
Yancey County Health Department	682-6118

Free pamphlets containing information about various health problems are available in the student lounge area.

For help in obtaining information or health services, students may contact the Student Services Office.

SPECIAL SERVICES

Special Services is an academic support program designed to provide students the opportunity to complete their chosen curriculum by increasing their options for academic success. The program attempts to identify and provide support activities which extend beyond what would normally be offered at the College.

Services available to eligible students range from basic skills development in English, math and reading, academic advising, personal and financial counseling, tutoring in curriculum areas, to seminars in study skills and career planning. Transfer assistance is offered to students who are interested in pursuing a higher degree. Students are also invited to attend cultural events in the area.

Additional services, such as notetakers, recorded texts, tape recorders, etc. are available to handicapped students. Students are asked to contact Special Services prior to registration at MCC if such services are needed.

First-generation college students, neither of whose parents has a four-year college degree, low income students, or students with physical handicaps/learning disabilities qualify for the program. Special Services is sponsored jointly by Mayland Community College and the U.S. Department of Education, Washington, D.C.

STUDENT ORGANIZATIONS AND ACTIVITIES

Mayland Community College encourages student participation in extracurricular activities. Such participation plays an important role in leadership development and in the general, social and educational growth of the student.

Student organizations are sanctioned by the Student Government Association and may be given operational funds by that group. All organizations must have an active faculty or staff sponsor. To begin a new organization, a student should talk with the Director of Student Services.

Student Government Association

The Student Government Association at Mayland Community College is the official voice of the student body. As such, it not only represents the students but also works with the SGA Advisors to provide social, educational/cultural, recreational and service activities for the school and the community. The SGA President is also an ex-officio member of the College's Board of Trustees.

Regular SGA meetings are held twice monthly. Any interested student or staff member is invited to attend and to participate in the planning of activities. Voting privileges are reserved for representatives and officers.

SGA officers are elected, and representatives are appointed from each curriculum program in accordance with the organization's Constitution. Responsibilities and powers of the SGA are those specified in its Constitution and approved by the College's Board of Trustees.

Phi Theta Kappa

The Alpha Pi Kappa Chapter of Phi Theta Kappa is an active part of activities at Mayland Community College. This honor society emphasizes four hallmarks—Scholarship, Leadership, Service, and Fellowship. To be eligible, members are required to have a cumulative grade point average of 3.5 and a minimum of 12 quarter hours completed at MCC in courses above the 100 level. New members are inducted during the Fall and Spring Quarters. Leadership conferences sponsored by the Carolinas Region are held annually.

Peer Advisors

Peer Advisors offer assistance to fellow students by serving as a resource concerning personal or academic concerns. New students are encouraged to seek out this service in the Special Services area of the college. Peer Advisors are full-time students who have completed at least two quarters of coursework.

Sports

Mayland Community College does not presently participate in intercollegiate athletic competition. Students are encouraged to organize and participate in basketball, softball or other teams that compete in local recreation leagues.

To begin a new sports activity, students may contact the Director of Student Services. If student interest is sufficient and a faculty or staff advisor can be secured, the activity may be approved and funded with student activity funds.

COOPERATIVE EDUCATION

The Cooperative Education Program is a planned academic program designed to provide Technical and Vocational degree-seeking students on-the-job experience off campus as an integral part of their academic program. This employment is related as closely as possible to each student's course of study, individual interests and career objectives. The blend of classroom theory and practical on-the-job training adds a vital "extra dimension" to the learning process.

The major purpose of the Co-op Program is to prepare men and women for positions that are available in the Mitchell, Avery, and Yancey County communities. Participating students provide a source of manpower for employers and an avenue to relate the college to the community more effectively.

Employment opportunities with business and industry, government, or educational organizations are arranged for career exploration, career preparation and skills enhancement. This is done by working part-time or full-time while attending school. This is called the PARALLEL PLAN. There is no limit to the variety of work locations available to Co-op students, even outside the three counties. A student may earn a maximum of 10 elective credit hours depending on his/her major.

Students enrolled in the following curricula may participate in Cooperative Education with faculty advisor approval:

TECHNICAL PROGRAMS (A.A.S.)

Accounting
Administrative Office Technology
Business Administration
Business Computer Programming
Criminal Justice
Early Childhood Education
Electronics Engineering
General Office
Industrial Management
Medical Office Technology

VOCATIONAL—DIPLOMA

Automotive Body Repair
Electrical Installation & Maintenance
Industrial Mechanics
Residential Construction
Welding

To be eligible to participate in the Cooperative Education and Internship Program, students must meet the following requirements:

1. Have completed one quarter (12 credit hours) of college work.
2. Have a minimum 2.0 grade point average (GPA) overall and otherwise be in good academic standing.
3. Have completed a minimum of two courses in major area of study.
4. Demonstrate the ability to profit from the experience and meet the employer's requirements.

The Co-op office also provides a Career Counseling and Placement Service to students and alumni of MCC. Services include listings of part-time, full-time, vacation and summer jobs, work-study on campus, and regional employment opportunities throughout the United States. Recruiters from business, industry and government occasionally conduct on-campus interviews. The Co-op office also maintains a current library of job listings from the Employment Security Commission and career information on employment outlook and requirements. Also available (in conjunction with HRD) are information and assistance in preparing resumes, interview techniques and writing letters to seek employment. HRD offers a 15 hour class on "Job Preparedness" at least once each quarter.

THURSDAY
FRIDAY

THE LEARNING RESOURCES CENTER

The Learning Resources Center acts as both an instructional support system and an information network. Services are provided not only to the faculty, staff and students of Mayland Community College, but also to any resident of Avery, Mitchell and Yancey counties. Resources include both print and non-print materials, production services, audio visual equipment and workshops/orientations.

The LRC is located on the second floor of the Administration/Classroom Building. Weekly hours are from 8:00am-9:00pm from Monday-Thursday and from 8:00am-5:00pm on Fridays. It is in operation every day that Mayland Community College is open and has reduced hours during quarter breaks.

The collection is automated through an integrated library system and is organized using the Library of Congress classification system. Most books circulate for a four-week period. Non-print materials circulate for one week.

Interlibrary Loan

If a patron is in need of materials not in the collection, the LRC may borrow these from other libraries in North Carolina through an online interlibrary loan system. At times a fee is charged to the LRC which is passed along to the patron. Most requests are filled within one to six weeks.

Appalachian Room

The Appalachian Room contains three specialized collections of materials pertaining to our own region in particular and to genealogy in general. These collections are: Genealogy, Appalachian Studies and North Carolina. Materials are available for the novice researcher as well as for the more experienced one. Although the materials from the Genealogy collection do not circulate, selected books from both the North Carolina and Appalachian Studies collections may be borrowed.

Due to the value of the material in this area, the door is kept locked, but the circulation desk attendant is available to let patrons in and give limited assistance. Microfilm to supplement research in the genealogy area is available on interlibrary loan. You will need to check at the circulation desk for details.

Telecommunications

A satellite receive system is available for use in teleconferences, telecourses and other educational purposes. The community is encouraged to make use of this capability.

Audio Visual Services

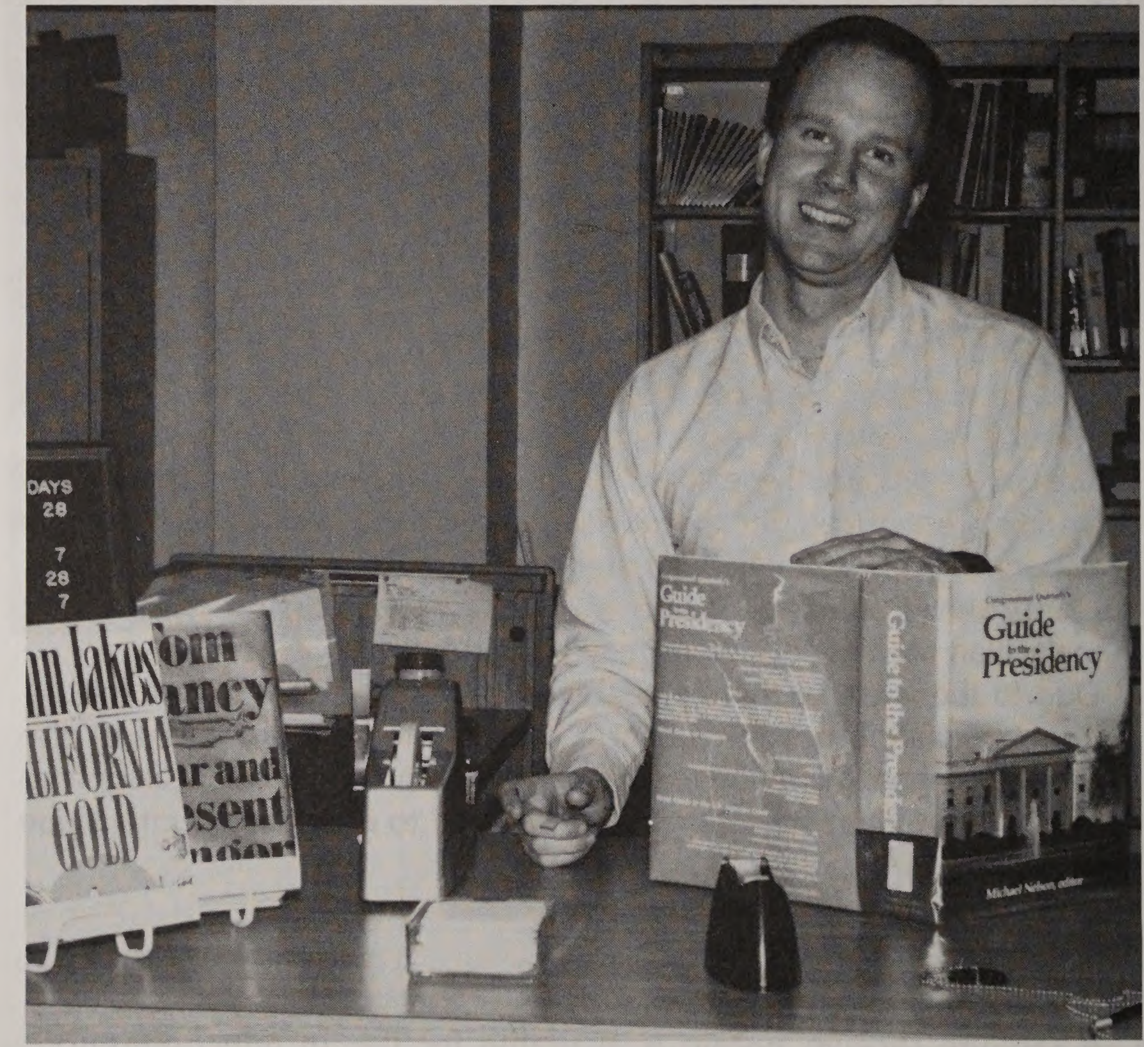
Audio Visual Services provides equipment and originally-produced materials to support the curricula and related activities at Mayland Community College. The staff is available to assist with production and equipment questions. AV equipment is available for checkouts by faculty, staff and other qualified patrons. Please check in Audio Visual Services for assistance. Reserving needed equipment is highly recommended.

Other Information

Orientations are conducted for all students and are recommended for the most efficient use of materials and facilities. If special assistance is needed, please check with the circulation desk attendant to have time blocked off for your particular need.

A security system has been installed to insure the proper checkout of all LRC materials, and fines are levied on overdue materials.

A photocopier is located near the circulation desk. The person on duty is available to assist patrons in its use and to collect money owed for copies.



CONTINUING EDUCATION DEPARTMENT

CONTINUING EDUCATION PROGRAMS

- Occupational Extension Courses
- New & Expanding Industry Training
- Small Business Center
- Community Services Program
- Human Resource Development (HRD)
- Adult Literacy Programs
  - Adult Basic Education (ABE)
  - Adult High School (AHS)
  - General Education Development Test (GED)

GENERAL INFORMATION

An important function of the college is to provide numerous courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, civic, and cultural communities.

Continuing Education promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their fullest potential in our ever-changing world of knowledge, skill and understanding. The diversity of these programs ranges from basic reading and writing skills to vocational and technical upgrading to cultural and personal enrichment.

CLASS LOCATIONS

While some classes are held on the Mayland Community College campus, others are conducted or may be organized in surrounding communities or within particular businesses or industries throughout Mitchell, Avery and Yancey counties.

ADMISSION

Admission to continuing education classes is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in Continuing Education courses. High school juniors and seniors, sixteen years of age and older, may enroll with permission from high school officials. There are no formal education requirements for most Continuing Education courses. Individuals interested in attending Continuing

Education courses may register by attending the first class. Preregistration is required for some classes. Applicants are accepted on a "first-come, first-served" basis.

CLASS SCHEDULE

Classes are normally scheduled on a quarterly basis with new classes beginning each September, December, March, and June. Special seminars and industrial courses may be scheduled to begin at any time appropriate for the company and Mayland Community College.

Specific announcements of course offerings, registration dates, and places will be made through local news media and other appropriate means.

MINIMUM ENROLLMENT REQUIRED

Normally, a course will be offered when a minimum of ten persons enroll for the subject. The college reserves the right to cancel any course when an insufficient number of people register.

CLASS HOURS

The majority of Continuing Education courses are offered one or two evenings per week. Courses may meet for one to four hours per evening. Special extension, industrial, and seminar programs may be scheduled at the convenience of the participants and college.

FEES

For most Continuing Education courses, there is a $5 to $30 registration fee. In compliance with North Carolina Statutes, however, this fee may be waived for selected individuals. The registration fee is waived for all enrollees in Adult Basic Education. If you are a North Carolina resident 65 years old or older, you are exempt from registration and tuition fees - with the exception of self-supporting classes. Other costs in Continuing Education classes may include textbooks and/or equipment and tools. Registration fees are subject to change contingent upon action by the N.C. General Assembly.

CONTINUING EDUCATION UNITS (CEU)

The Southern Association of Colleges and Schools, of which Mayland Community College is an accredited member, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses, and programs. The CEU is a unit measure; one CEU is defined as ten contact hours of participation in an organized continuing education (adult or extension) experience under responsible sponsorship, capable direction, and qualified instruction.

Continuing Education Units are formally awarded for courses that are applicable to professional certification, license renewal, and many professional and occupational upgrading courses.

OCCUPATIONAL EXTENSION COURSES

The college offers many vocational, technical and business courses in Continuing Education. The primary objectives of these courses are to: (1) provide adults additional skills and/or knowledge applicable to the present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials, and machines; and (3) provide assistance to area business and industry in meeting their manpower needs through specialized courses.

Occupational upgrading courses are available in each of the following areas.

BUSINESS and MANAGEMENT courses are available to a wide variety of business organizations and for those in administrative, management, sales, and secretarial occupations.

FIREMANSHIP training is offered in fire fighting techniques for members of municipal, volunteer, and industrial fire brigades.

HEALTH OCCUPATIONS programs have been established for persons seeking additional medical, allied health, and nursing knowledge and skills. All levels of courses from para-professional to professional are offered.

LAW ENFORCEMENT courses have been designed for upgrading both experienced and recently employed policemen, law enforcement officials, and security personnel.

MANAGEMENT AND SUPERVISORY DEVELOPMENT courses are offered to improve supervisory and management techniques for beginning and experienced personnel.

TECHNICAL courses are available for upgrading the knowledge and skills of persons working in the numerous technical and para-professional occupations.

VOCATIONAL UPGRADING courses are designed for persons working in skilled and semi-skilled occupations.

Additional information regarding occupational upgrading courses may be obtained by contacting the Continuing Education Office at the college or the Small Business Center, the Avery Learning Center or the Yancey Learning Center.

NEW AND EXPANDING INDUSTRY TRAINING

One of the basic objectives of Mayland Community College is to stimulate the creation of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitations, this college, in cooperation with the Industrial Services Division, N. C. Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new employment opportunities in North Carolina.

The purpose of this service is to help a new or expanding industry to meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs. No charge is made for these services.

SMALL BUSINESS CENTER

The Small Business Center, located on the main campus, is an educational resource center for existing and prospective small business owners or managers. Individual, private, and confidential counseling is available to clients who want to start a business or wish to strengthen their existing businesses. Seminars and special workshops dealing with small business topics such as: small business start-up, record keeping, taxes, management, and technical skills training are held regularly at the main campus and in the field offices in Avery and Yancey counties. The SBC also makes referrals to other local, state, and federal agencies and organizations that assist in business start-up, licensing, and management. The SBC works closely with clients to develop business plans and assists clients with filing business loan applications to appropriate private and/or governmental agencies. Services of the SBC are available at little or no expense to the client and are developed in collaboration with area Chambers of Commerce.

COMMUNITY SERVICES PROGRAM

The Community Services program offers individuals 18 years of age and older short-term courses for self-improvement, cultural and civic enrichment, and academic achievement. The program is intended to meet the growing needs and interests of the community. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Some of these include conversational foreign languages, local flora, consumer education, flower arranging, creative arts, cake decorating, sign language, ceramics, concerts, special speakers, guitar, and personal development.

Additional information regarding community services courses or programs may be obtained by contacting the Continuing Education Office at the college.

HUMAN RESOURCES DEVELOPMENT PROGRAM (HRD)

The purpose of the Human Resources Development Program is to train the underemployed adults of the tri-county area. HRD is a pre-vocational training and placement program funded by the North Carolina General Assembly. HRD training helps clients orient themselves to the workplace through recognition of their abilities and limitations, understanding the effects of their behavior on others, as well as learning problem-solving and communication skills. In addition, HRD provides free services to its clients including job placement assistance, counseling, resumé development and printing, and referral.

ENGLISH AS A SECOND LANGUAGE (ESL)

The English as a Second Language classes are offered at Mayland through the Basic Skills Program. We offer Beginner, Intermediate and Advanced English with all classes stressing everyday life skills in order for the student to be a functioning member of the society. Citizenship classes are offered upon request and all classes are offered on-campus as well as off-campus. Contact the Learning Lab for more information.

INDIVIDUALIZED INSTRUCTION

Mayland Community College offers individualized instruction in reading, English, mathematics, and other subjects upon request. The sections below offer the specific descriptions of this instruction. Persons interested in enrolling should consult with an MCC counselor or advisor for the most appropriate placement.

LEARNING LAB

The Learning Laboratory program at Mayland Community College offers students an opportunity to study many subjects at whatever academic level they require. Instructional materials which move gradually from the basic and easily learned knowledge to the more difficult are used. Students may also use computers, filmstrips, cassette tapes, video cassettes, and other audiovisual media which make learning easier and more interesting. An instructor is always available to assist and counsel students.

New students may enroll in the Lab any time during the year and may attend any time their daily schedule permits. There is no charge for studying in the Learning Lab. The Lab operates from 8:00 a.m. to 9:00 p.m. Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday.

The Learning Laboratory offers students the opportunity to:

*Prepare For The GED Test

The High School Equivalency Program provides an opportunity for adults who did not complete their high school education to prepare for the General Education Development Test (GED). This test enables the adult to demonstrate his/her general education competence and be awarded a certificate recognized and generally accepted as equivalent to a high school diploma.

To receive the GED certificate, a person must have a total standard score of 225 on the GED test with no single test score below 35.

Approximately eight hours are required to complete the entire battery of GED tests. A $7.50 testing fee is required.

*Earn A High School Diploma

The Adult High School Program is designed for adults who want to finish high school and earn a high school diploma from an area high school. This program is made possible through special arrangements with the Mitchell, Avery and Yancey County Boards of Education. Credit is awarded for units successfully completed in high school; the remaining course(s), upon the approval of the principal and superintendent of the last school attended, may be completed at Mayland. A high school diploma is awarded by the Board of Education in the student's county of residence after he/she completes the requirements for each course and successfully passes the North Carolina Competency Test.

*Review Basic Skills

The Basic Skills Program provides the opportunity for adults to develop basic verbal and computational skills necessary to function in employment and in the community. The materials used are designed for adults. Upon completion of the Basic Skills Program, students are encouraged to enroll in either the GED Program or the Adult High School Diploma Program.

*Make Up College Deficiencies

The Adult Preparatory Program provides opportunities for students to build academic skills and acquire background necessary for entrance into post high school courses. An individualized educational plan is designed for each student enrolled in this program.

*Enhance Learning With Specialized Courses

The Adult Enrichment Program provides opportunities for adults to improve their on-the-job performance and to better themselves through selected courses of general interest. Examples of courses offered through this program are foreign languages, speed reading, math improvement, and computer literacy.

*Receive Supplementary Instruction

Adult students who are enrolled in other courses at Mayland Community College or at other educational institutions and desire supplementary instruction may attend the Learning Lab. A variety of learning materials, both traditional and computer-assisted, will be available for student use.

CURRICULUM LABORATORY

The Curriculum Laboratory provides students an opportunity to build academic skills and acquire the background necessary to be successful in their desired curriculum program. Students enrolled in these courses are primarily high school graduates or GED recipients who are pursuing a certificate, diploma, or degree in a particular program.

The Curriculum Laboratory allows students to improve skills in:

*Reading
*English/Writing
*Math

The cost of these courses is based on the number of credit hours taken. Several options for enrollment are available to students according to their needs. One credit hour is awarded for every 2 contact hours up to 3 credits. Course offering times vary from quarter to quarter.

CURRICULUM PROGRAMS

Curriculum Programs at Mayland Community College fall into three major categories—general education, technical and vocational. All programs are listed alphabetically in this catalog. The program code indicates whether the program is (G) General Education, (T) Technical or (V) Vocational.

GENERAL (G) EDUCATION

The General Education curriculum is designed for students seeking personal growth and intellectual enrichment. The curriculum also serves students wanting to earn an associate degree as a basis for further education in selected senior colleges and universities in western North Carolina.

The requirements for graduation with the Association of General Education Degree (A.G.E.) are:

1. Complete 87 quarter hours as outlined in the General Education curriculum.
2. Complete 9 additional quarter hours from a General Education elective or technical program course offering.
3. Have a minimum of a 2.00 grade point average on the 96 quarter hours of work necessary to meet degree requirements.

The General Education Program offered is:

G-020 General Education

TECHNICAL (T) PROGRAMS (Diploma and Associate of Applied Science Degree)

Courses in Technical Programs are designed to meet the increasing demand for high level skills training. The technical curriculum requires two years for completion when pursued on a full-time basis. All students, regardless of the program, must complete the following requirements for graduation with the Associate of Applied Science Degree (A.A.S.):

1. Complete the prescribed quarter hours of earned credit as outlined in the program pursued.
2. Have a minimum of a 2.00 grade point average.
3. Complete at least one course from each of the following areas: English, the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics.

The Technical Programs offered are:

T-030	Administrative Office Technology
T-016	Accounting
T-018	Business Administration
T-022	Business Computer Programming
T-129	Criminal Justice-Protective Service Technology
T-073	Early Childhood Associate
T-045	Electronics Engineering Technology
T-033	General Office
T-165	General Office (Technical Specialty)
T-049	Industrial Management
T-032	Medical Office Technology
T-116	Nursing Education Options-Level 1
T-189	Basic Law Enforcement Training

TECHNICAL CERTIFICATE PROGRAMS

A certificate of completion will be awarded to a student who completes the requirements of a certificate program in either Accounting, Administrative Office, Basic Law Enforcement, Business Administration, Business Computer Programming, Electronics Engineering Technology, Industrial Management, or Early Childhood.

VOCATIONAL (V) PROGRAMS (Diploma and Certificate Programs)

Mayland Community College offers various programs in the professions and trades which require one to four quarters to complete. Students may earn either a diploma or certificate depending upon their choice of program. All students, regardless of the program, must complete the following requirements for graduation.

1. Complete the prescribed quarter hours of earned credit as outlined in the program pursued.
2. Have a minimum of a 2.00 grade point average.

The Vocational Programs offered are:

V-001	Automotive Body Repair
V-009	Cosmetology
V-018	Electrical Installation and Maintenance
V-033	Industrial Mechanics
V-072	Nursing Assistant
V-137	Residential Construction
V-050	Welding

VOCATIONAL CERTIFICATE PROGRAMS

A certificate of completion will be awarded to a student who completes the requirements of a certificate program in either Electrical Installation and Maintenance, Residential Construction, Nursing Assistant, or Welding.

PRISON PROGRAMS

Mayland Community College offers several vocational programs in the prisons. The students must meet the specific program requirements with a minimum of a 2.0 grade point average to receive a certificate or diploma. Programs presently offered in either the Avery or Yancey County Prisons are in Horticulture, Carpentry, Cabinetmaking, Small Engine and Equipment Repair, Welding and Masonry.

ACCOUNTING (T-016)

Associate in Applied Science Degree Program

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and computer programming operations.

The curriculum is designed to prepare the individual for such entry-level accounting positions as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to such positions as systems accountant, cost accountant, budget accountant and property accountant.

ACCOUNTING

Suggested Course Offerings by Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
ACC	151	Principles of Accounting I	3	2	0	4
CAS	100	Introduction to Computers	2	2	0	3
		*Social Science Elective	3	0	0	3
		Major Elective	3	0	0	3
		Free Elective	3	0	0	3
			14	4	0	16
SECOND QUARTER (Winter Quarter)						
BUS	181	Business Law I	3	0	0	3
ACC	152	Principles of Accounting II	3	2	0	4
ENG	151	Composition I	3	0	0	3
		Humanities Elective	3	0	0	3
BUS	262	Finance I	3	0	0	3
MAT	151	College Algebra I	3	0	0	3
			18	2	0	19

THIRD QUARTER (Spring Quarter)

ACC	153	Principles of Accounting III	3	2	0	4
ENG	152	Composition II	3	0	0	3
BUS	182	Business Law II	3	0	0	3
MAT	152	College Algebra II	3	0	0	3
		Major Elective	3	0	0	3
			15	2	0	16

FOURTH QUARTER (Summer Quarter)

ACC	249	Auditing	3	2	0	4
ACC	145	Computerized Accounting	3	2	0	4
ENG	204	Speech	3	0	0	3
ACC	250	Cost Accounting	3	2	0	4
			12	6	0	15

FIFTH QUARTER (Fall Quarter)

ACC	255	Intermediate Accounting I	3	2	0	4
BUS	234	Management	3	0	0	3
ECO	251	Principles of Economics I	3	0	0	3
MAT	150	Statistics	3	0	0	3
		Free Elective	3	0	0	3
BUS	271	Business Communications I	3	0	0	3
			18	2	0	19

SIXTH QUARTER (Winter Quarter)

PSY	210	Applied Psychology	3	0	0	3
ACC	260	Income Tax I	3	2	0	4
ACC	256	Intermediate Accounting II	3	2	0	4
ECO	252	Principles of Economics II	3	0	0	3
BUS	272	Business Communications II	3	0	0	3
			15	4	0	17

SEVENTH QUARTER (Spring Quarter)

ECO	253	Principles of Economics III	3	0	0	3
ACC	257	Intermediate Accounting III	3	2	0	4
CAS	107	Spreadsheet Processing	2	2	0	3
ACC	261	Income Tax II	3	2	0	4
		Humanities Elective	3	0	0	3
			14	6	0	17
		TOTAL CREDIT HOURS:				119

Major electives are to be selected from: BUS 100, ACC 146, BUS 132, MKT 240, MKT 241, MKT 242, BUS 131, MKT 245, BUS 240, ISC 102, ISC 113, ISC 232, MGT 208, MGT 221.
*Social Science Elective to be taken from any SOC or POL course.

ACCOUNTING CERTIFICATE PROGRAM

REQUIRED			**Credit Hours**
ACC	151	Principles of Accounting I	4
ACC	152	Principles of Accounting II	4
ACC	153	Principles of Accounting III	4
ACC	145	Computerized Accounting	4
ACC	250	Cost Accounting	4
ACC	249	Auditing	4
MAT	151	College Algebra I	3
MAT	152	College Algebra II	3
CAS	100	Introduction to Computers	3
CAS	107	Spreadsheet Processing	3
		Electives	9
			45

ELECTIVES:

BUS	100	Introduction to Business
BUS	182	Business Law I
ACC	260	Income Tax I
BUS	234	Management
ECO	251	Principles of Economics I
BUS	262	Finance I

ACCOUNTING

Suggested Course Offerings for Night Curriculum

FIRST QUARTER (Fall Quarter)

			Credit Hours
		Major Elective	3
ACC	151	Principles of Accounting I	4
BUS	234	Management	3
BUS	271	Business Communications I	3
BUS	255	Intermediate Accounting I	4
BUS	262	Finance I	3
ECO	251	Principles of Economics I	3
CAS	107	Spreadsheet Processing	3
		Free Elective	3

SECOND QUARTER (Winter Quarter)

MAT	151	College Algebra I	3
ENG	151	Composition I	3
CAS	100	Introduction to Computers	3
ACC	152	Principles of Accounting II	4
BUS	181	Business Law I	3
ACC	256	Intermediate Accounting II	4
BUS	272	Written Communications II	3
ACC	260	Income Tax I	4
ECO	252	Principles of Economics II	3

THIRD QUARTER (Spring Quarter)

ENG	152	Composition I	3
MAT	152	College Algebra II	3
BUS	182	Business Law II	3
ACC	153	Principles of Accounting III	4
BUS	257	Intermediate Accounting III	4
PSY	210	Applied Psychology	3
ECO	253	Principles of Economics III	3
		Social Science Elective	3
ACC	261	Income Tax II	4
		2 Humanities Electives	6

FOURTH QUARTER (Summer Quarter)

ENG	204	Speech	3
MAT	150	Statistics	3
ACC	145	Computerized Accounting	4
ACC	249	Auditing	4
ACC	250	Cost Accounting	4
		Free Elective	3
		Major Elective	3

*See advisor for courses which are offered every other year.

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

Associate in Applied Science Degree Program

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts, and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence, and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of this program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

ADMINISTRATIVE OFFICE TECHNOLOGY

Suggested Course Offerings by Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
OSC	101	Typewriting I	1	2	0	2
OSC	105	Shorthand I	3	2	0	4
BUS	100	Intro. to Business	3	0	0	3
		*Social Science Elective	3	0	0	3
CAS	100	Introduction to Computers	2	2	0	3
			12	6	0	15
SECOND QUARTER (Winter Quarter)						
MAT	121	Math for Today's Consumer	4	0	0	4
OSC	102	Typewriting II	2	2	0	3
OSC	106	Shorthand II	3	2	0	4
BUS	181	Business Law I	3	0	0	3
ENG	151	Composition I	3	0	0	3
			15	4	0	17

THIRD QUARTER (Spring Quarter)

ACC	149	General Accounting	3	2	0	4
OSC	103	Typewriting III	2	2	0	3
OSC	107	Shorthand III	3	2	0	4
OSC	115	Word Processing I	2	2	0	3
ENG	152	Composition II	3	0	0	3
			13	8	0	17

FOURTH QUARTER (Summer Quarter)

BUS	131	Personal Finance	3	0	0	3
OSC	104	Production Typewriting	2	2	0	3
ACC	142	Payroll Procedures	3	0	0	3
OSC	112	Machine Transcription	2	2	0	3
			10	4	0	12

FIFTH QUARTER (Fall Quarter)

BUS	271	Business Communications I	3	0	0	3
BUS	234	Management	3	0	0	3
OSC	223	Records Management	2	2	0	3
OSC	116	Word Processing II	2	2	0	3
		Major Elective	3	0	0	3
		Elective	3	0	0	3
			16	4	0	18

SIXTH QUARTER (Winter Quarter)

BUS	272	Business Communications II	3	0	0	3
CAS	111	Micro-Data Management	2	2	0	3
CAS	120	Desktop Publishing	2	2	0	3
OSC	221	Office Procedures & Practices	3	2	0	4
		Elective	3	0	0	3
		Humanities Elective	3	0	0	3
			16	6	0	19

SEVENTH QUARTER (Spring Quarter)

CAS	107	Spreadsheet Processing	2	2	0	3
PSY	210	Applied Psychology	3	0	0	3
BUS	130	Personal Development	3	0	0	3
ECO	201	Economics	3	0	0	3
ENG	204	Speech	3	0	0	3
		Major Elective	3	0	0	3
			17	2	0	18

MAJOR ELECTIVES: OSC 225; OSC 226; OSC 235; OSC 236; OSC 237; MKT 241; ACC 260; BUS 132; BUS 262; BUS 263; MKT 242; MKT 245; BUS 240; MGT 221.
*Social Science Elective to be taken from any SOC or POL course.

ADMINISTRATIVE OFFICE CERTIFICATE

		Course Title	**Hrs. Class**	**Pr. Lab**	**Wk. Shop**	**Qtr. Hrs. Cr.**
OSC	101	Typing I	1	2	0	2
OSC	102	Typing II	2	2	0	3
OSC	103	Typing III	2	2	0	3
OSC	115	Word Processing I	2	2	0	3
CAS	100	Introduction to Computers	2	2	0	3
CAS	107	Spreadsheet Processing	2	2	0	3
			11	12	0	17

AUTOMOTIVE BODY REPAIR (V-001)

Diploma Program

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers or independent garages or may start their own business.

AUTOMOTIVE BODY REPAIR

Suggested Day Course Offerings by Quarters for the Diploma Candidate Who Plans to Attend Full-time

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
AUT	1101	Auto Body Repair I	5	0	15	10
WLD	1130	Auto Body Welding I	1	0	3	2
PSY	1101	Human Relations	2	0	0	2
AUT	1161	Automotive Electrical Systems	3	0	3	4
			11	0	21	18
SECOND QUARTER (Winter Quarter)						
AUT	1102	Auto Body Repair II	5	0	12	9
AUT	1110	Automotive Shop Science	3	2	0	4
ENG	110	Applied Communications	4	0	0	4
WLD	1131	Auto Body Welding II	1	0	3	2
			13	2	15	19
THIRD QUARTER (Spring Quarter)						
AUT	1103	Auto Body Repair III	5	0	12	9
AUT	1111	Auto Body Certification Procedures	3	2	0	4
MAT	110	Applied Mathematics	3	0	0	3
BUS	1103	Small Business Operations	3	0	0	3
			14	2	12	19
FOURTH QUARTER (Summer Quarter)						
AUT	1104	Auto Body Repair IV	5	0	15	10
AUT	1171	Automotive Detailing	2	0	3	3
			7	0	18	13

AUTOMOTIVE BODY REPAIR

Suggested Evening Course Offerings by Quarters for the Diploma Candidate Who Plans to Attend Full-time

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
AUT	1101-A	Auto Body Repair I	2	0	9	5
WLD	1130	Auto Body Welding I	1	0	3	2
			3	0	12	7
SECOND QUARTER (Winter Quarter)						
AUT	1101-B	Auto Body Repair I	3	0	6	5
ENG	110	Applied Communications	4	0	0	4
WLD	1131	Auto Body Welding II	1	0	3	2
			8	0	9	11
THIRD QUARTER (Spring Quarter)						
AUT	1102-A	Auto Body Repair II	2	0	6	4
AUT	1161	Automotive Electrical Systems	3	0	3	4
MAT	110	Applied Mathematics	3	0	0	3
			8	0	9	11
FOURTH QUARTER (Summer Quarter)						
AUT	1102-B	Auto Body Repair II	3	0	6	5
AUT	1110	Automotive Shop Science I	3	2	0	4
			6	2	6	9
FIFTH QUARTER (Fall Quarter)						
AUT	1103-A	Auto Body Repair III	4	0	6	6
PSY	1101	Human Relations	2	0	0	2
BUS	1103	Small Business Operations	3	0	0	3
			9	0	6	11
SIXTH QUARTER (Winter Quarter)						
AUT	1103-B	Auto Body Repair III	1	0	6	3
AUT	1111	Auto Body Certification Procedures	3	2	0	4
			4	2	6	7
SEVENTH QUARTER (Spring Quarter)						
AUT	1104-A	Auto Body Repair IV	3	0	9	6
EIGHTH QUARTER (Summer Quarter)						
AUT	1104-B	Auto Body Repair IV	2	0	6	4
AUT	1171	Automotive Detailing	2	0	3	3
			4	0	9	7

BASIC LAW ENFORCEMENT TRAINING (T-189)

Certificate Program

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training—Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and training Standards Commission. Successful completion of this Curriculum certificate program requires that the students satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

COURSE AND HOUR REQUIREMENTS

CJC	100	Basic Law Enforcement Training	8	0	48	24
		TOTAL CREDIT HOURS:				24

COURSE DESCRIPTION

CJC 100 Basic Law Enforcement Training 8 0 48 24

The North Carolina Criminal Justice Education and Training Standards Commission requires all Law Enforcement Officers to complete a Commission approved training course. CJC 100 satisfies that requirement and prepares the student for the state comprehensive examination administered by the Commission at the conclusion of the course. Total contact hours are mandated by the North Carolina General Assembly. Prerequisite: As set forth in Chapter 12 Section 9 of the N. C. Administrative Code.

SCHEDULED OFFERINGS (Day)

Basic Law Enforcement Training (BLET) is offered Fall and Spring Quarters, annually, on the Mayland Community College campus.

SCHEDULED OFFERINGS (Evening)

BLET is presented as an evening offering upon demand and may be held at off-campus locations.

BUSINESS ADMINISTRATION (T-018)

Associate in Applied Science Degree Program

The Business Administration curriculum is designed to prepare an individual for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision making techniques, marketing, finance, legal aspects of business, oral and written communications, and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

BUSINESS ADMINISTRATION

Suggested Course Offerings by Quarters for The A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
		Major Elective	3	0	0	3
ACC	151	Principles of Accounting I	3	2	0	4
CAS	100	Introduction to Computers	2	2	0	3
		*Social Science Elective	3	0	0	3
			11	4	0	13
SECOND QUARTER (Winter Quarter)						
BUS	181	Business Law I	3	0	0	3
ACC	152	Principles of Accounting II	3	2	0	4
ENG	151	Composition I	3	0	0	3
		Humanities Elective	3	0	0	3
MAT	151	College Algebra I	3	0	0	3
			15	2	0	16
THIRD QUARTER (Spring Quarter)						
BUS	182	Business Law II	3	0	0	3
BUS	132	Principles of Supervision	3	0	0	3
ACC	153	Principles of Accounting III	3	2	0	4
MAT	152	College Algebra II	3	0	0	3
ENG	152	Composition II	3	0	0	3
			15	2	0	16
FOURTH QUARTER (Summer Quarter)						
ACC	142	Payroll Procedures	3	0	0	3
ACC	145	Computerized Accounting	3	2	0	4
ENG	204	Speech	3	0	0	3
		Major Electives	6	0	0	6
			15	2	0	16
FIFTH QUARTER (Fall Quarter)						
MAT	150	Statistics	3	0	0	3
MKT	241	Marketing	3	0	0	3
ECO	251	Principles of Economics I	3	0	0	3
BUS	271	Business Communications I	3	0	0	3
BUS	234	Management	3	0	0	3
		Free Elective	3	0	0	3
			18	0	0	18

SIXTH QUARTER (Winter Quarter)

ACC	260	Income Tax I	3	2	0	4
BUS	262	Finance I	3	0	0	3
ECO	252	Principles of Economics II	3	0	0	3
BUS	272	Business Communications II	3	0	0	3
		Humanities Elective	3	0	0	3
PSY	210	Applied Psychology	3	0	0	3
			18	2	0	19

SEVENTH QUARTER (Spring Quarter)

CAS	107	Spreadsheet Processing	2	2	0	3
BUS	263	Finance II	3	0	0	3
ECO	253	Principles of Economics III	3	0	0	3
ACC	261	Income Tax II	3	2	0	4
		Free Elective	3	0	0	3
			14	4	0	16
		TOTAL CREDIT HOURS:				114

MAJOR ELECTIVES: CAS 111, BUS 100, BUS 131, MKT 240, MKT 242, ACC 249, ACC 250, ACC 255, ACC 256, ACC 257, MKT 245, BUS 240, BUS 245, ISC 102, ISC 113, ISC 232, BUS 208, MGT 221.

*Social Science Elective to be taken from any SOC or POL course.

BUSINESS ADMINISTRATION

Suggested Course Offerings for Night Curriculum*

FIRST QUARTER (Fall Quarter)

			Credit Hours
CAS	100	Introduction to Computers	3
ACC	151	Principles of Accounting I	4
BUS	271	Business Communications I	3
BUS	262	Finance I	3
BUS	234	Management	3
ECO	251	Principles of Economics I	3
BUS	132	Principles of Supervision	3

SECOND QUARTER (Winter Quarter)

ENG	151	Composition I	3
MAT	151	College Algebra I	3
ACC	152	Principles of Accounting II	4
BUS	272	Business Communications II	3
BUS	263	Finance II	3
BUS	181	Business Law I	3
CAS	107	Spreadsheet Processing	3
ECO	252	Principles of Economics II	3
ACC	260	Income Tax I	4

THIRD QUARTER (Spring Quarter)

ENG	152	Composition II	3
MAT	152	College Algebra II	3
ACC	153	Principles of Accounting III	4
		Social Science Elective	3
PSY	210	Applied Psychology	3
BUS	182	Business Law II	3
ECO	253	Principles of Economics III	3
ACC	261	Income Tax II	4
		2 Humanities Electives	6

FOURTH QUARTER (Summer Quarter)

ENG	204	Speech	3
MAT	150	Statistics	3
ACC	145	Computerized Accounting	4
ACC	142	Payroll Procedures	3
MKT	240	Marketing	3
		2 Major Electives	6
		2 Free Electives	6

*See advisor for classes which are offered every other year.

BUSINESS ADMINISTRATION DIPLOMA

Required			Credit Hours
BUS	181	Business Law I	3
BUS	182	Business Law II	3
ACC	151	Principles of Accounting I	4
ACC	152	Principles of Accounting II	4
ACC	153	Principles of Accounting III	4
BUS	262	Finance I	3
BUS	263	Finance II	3
ECO	251	Principles of Economics I	3
ECO	252	Principles of Economics II	3
ECO	253	Principles of Economics III	3
ENG	151	Composition I	3
ENG	152	Composition II	3
MAT	151	College Algebra I	3
MAT	152	College Algebra II	3
BUS	132	Supervision	3
BUS	234	Management	3
BUS	271	Business Communications I	3
BUS	272	Business Communications II	3
		Humanities Electives	6
		Electives	6
		Total Credits Required	69

This diploma is designed for those individuals who wish to pursue a four-year degree in the Business field. Your advisor should be consulted as to the transferability of the courses.

BUSINESS COMPUTER PROGRAMMING (T-022)

Associate in Applied Science Degree Program

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in such areas as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter such jobs as data processing manager, computer programmer manager, systems analyst and systems manager.

BUSINESS COMPUTER PROGRAMMING

Suggested Course Offerings By Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
CAS	100	Intro. to Computers	2	2	0	3
CSC	100	Introduction to Data Processing Systems	3	0	0	3
CSC	101	Introduction to Programming	2	2	0	3
OSC	109	Keyboarding	1	2	0	2
ACC	151	Principles of Accounting I	3	2	0	4
			11	8	0	15
SECOND QUARTER (Winter Quarter)						
MAT	151	College Algebra I	3	0	0	3
CSC	160	COBOL Programming I	3	4	0	5
ACC	152	Principles of Accounting II	3	2	0	4
ENG	151	Composition I	3	0	0	3
BUS	181	Business Law I	3	0	0	3
			15	6	0	18

THIRD QUARTER (Spring Quarter)

MAT	152	College Algebra II	3	0	0	3
CSC	161	COBOL Programming II	3	4	0	5
CSC	150	Operating Systems	3	0	0	3
ACC	153	Principles of Accounting III	3	2	0	4
ENG	152	Composition II	3	0	0	3
			15	6	0	18

FOURTH QUARTER (Summer Quarter)

CSC	162	COBOL Programming III	3	2	0	4
ACC	145	Computerized Accounting	3	2	0	4
		Major Electives	4	0	0	4
		Free Elective	3	0	0	3
			13	4	0	15

FIFTH QUARTER (Fall Quarter)

MAT	150	Statistics	3	0	0	3
BUS	234	Management	3	0	0	3
CSC	251	RPG II Programming I	3	2	0	4
CAS	201	Database Management	3	0	0	3
BUS	271	Business Communications I	3	0	0	3
			15	2	0	16

SIXTH QUARTER (Winter Quarter)

CSC	252	RPG II Programming II	3	2	0	4
CSC	259	Systems Design & Analysis I	2	2	0	3
PSY	210	Applied Psychology	3	0	0	3
BUS	272	Business Communications II	3	0	0	3
		Major Elective	3	0	0	3
			14	4	0	16

SEVENTH QUARTER (Spring Quarter)

CSC	260	Systems Design & Analysis II	1	4	0	3
CAS	107	Spreadsheet Processing	2	2	0	3
ENG	204	Speech	3	0	0	3
ECO	201	Economics	3	0	0	3
		Free Elective	3	0	0	3
		Humanities Elective	3	0	0	3
			15	6	0	18

MAJOR ELECTIVES: CAS 100, CAS 111, CSC 151, CSC 152, CSC 253, CSC 254, CSC 240, ACC 142, COE 100, COE 101-106.

BUSINESS COMPUTER PROGRAMMING
**NIGHT STUDENTS

FIRST QUARTER (Fall Quarter)

			CREDIT
CAS	100	Introduction to Computers	3
CSC	100	Introduction to Data Processing Systems	3
CSC	101	Introduction to Programming	3
OSC	109	Keyboarding	2
ACC	151	Principles of Accounting I	4
BUS	234	Management	3
CSC	251	RPG II Programming I	4
BUS	271	Business Communications I	3
CAS	201	Database Management	3
ECO	201	Economics	3
		Free Elective	3

SECOND QUARTER (Winter Quarter)

CSC	160	COBOL Programming I	5
MAT	151	College Algebra I	3
ACC	152	Principles of Accounting II	4
CAS	107	Spreadsheet Processing	3
CSC	252	RPG II Programming II	4
BUS	272	Business Communications II	3
BUS	181	Business Law I	3
ENG	151	Composition I	3
CSC	259	Systems Design & Analysis I	3
		Major Elective	4

THIRD QUARTER (Spring Quarter)

CSC	161	COBOL Programming II	5
MAT	152	College Algebra II	3
ENG	152	Composition II	3
ACC	153	Principles of Accounting III	4
PSY	210	Applied Psychology	3
CSC	150	Operating Systems	3
CSC	260	Systems Design & Analysis II	3
		Humanities Elective	3

FOURTH QUARTER (Summer Quarter)

CSC	162	COBOL Programming III	4
MAT	150	Statistics	3
ACC	145	Computerized Accounting	4
ENG	204	Speech	3
		Free Elective	3
		Major Elective	3

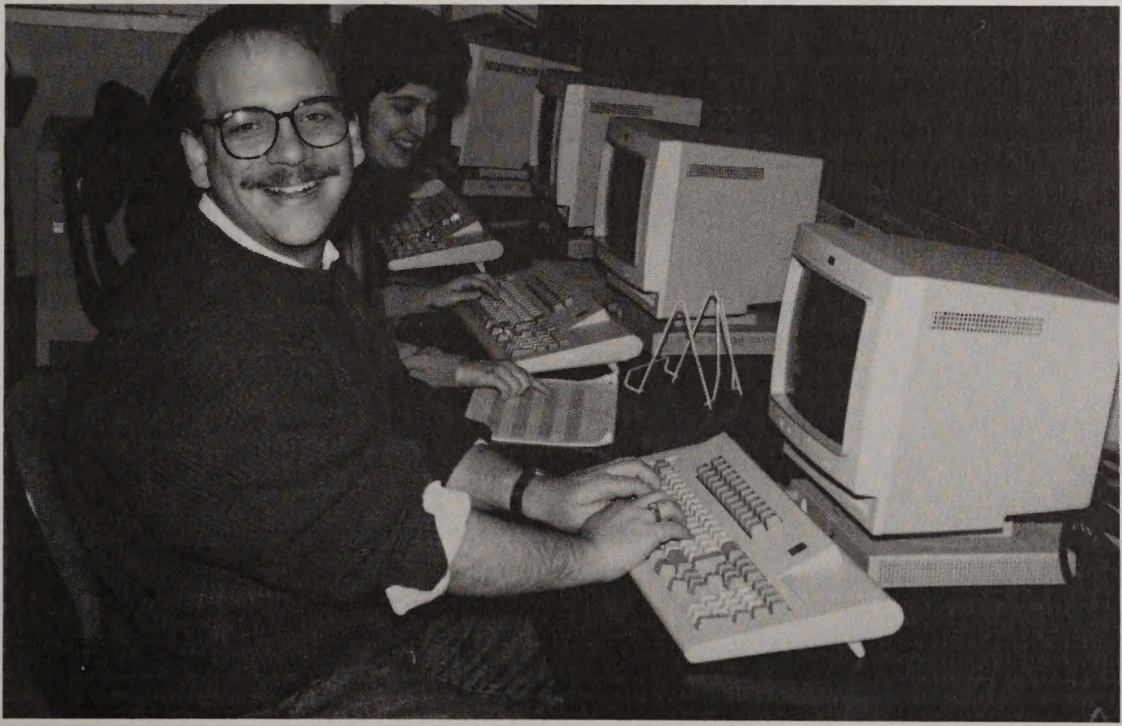
**Night Students
See Advisor for courses that are offered every other year

BUSINESS COMPUTER PROGRAMMING CERTIFICATE PROGRAM

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
REQUIRED						
CSC	100	Introduction to Data Processing Systems	3	0	0	3
CAS	100	Introduction to Computers	2	2	0	3
CSC	101	Introduction to Programming	2	2	0	3
CAS	107	Spreadsheet Processing	2	2	0	3
OSC	109	Keyboarding	1	2	0	2
CSC	150	Operating Systems	3	0	0	3
CSC	160	COBOL Programming I	3	4	0	5
		Major Electives*	5	—	—	8
			21	12	0	30

*A minimum of 5 lecture hours must be taken from the approved elective list.

MAJOR ELECTIVES						
CAS	111	Micro Data Management	2	2	0	3
CSC	151	BASIC Programming I	3	2	0	4
CSC	253	Pascal Programming I	3	2	0	4
CSC	161	COBOL Programming II	3	4	0	5
CSC	162	COBOL Programming III	3	2	0	4
ACC	142	Payroll Procedures	3	0	0	3
GENERAL EDUCATION						
MAT	151	College Algebra I	3	0	0	3
RELATED COURSES						
ACC	151	Principles of Accounting I	3	2	0	4
BUS	181	Business Law I	3	0	0	3
			6	2	0	7
		TOTAL CREDITS	33	14	0	40



COSMETOLOGY (V-009)

Advanced Diploma Program

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, the student receives a license. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

COSMETOLOGY

Suggested Day Course Offerings By Quarters for the Advanced Diploma Candidate

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
COS	1001	Scientific Study I	4	4	0	6
COS	1010	Mannequin Practice	4	0	15	9
COS	1125	Art Design	3	0	0	3
			11	4	15	18
SECOND QUARTER (Winter Quarter)						
COS	1002	Scientific Study II	4	4	0	6
COS	1020	Clinical Application I	5	0	15	10
ENG	110	Applied Communications	4	0	0	4
			13	4	15	20
THIRD QUARTER (Spring Quarter)						
COS	1003	Scientific Study III	1	4	0	3
COS	1021	Clinical Application II	1	0	18	7
COS	1104	Cosmetology Business Practices	3	0	0	3
MAT	110	Applied Mathematics	3	0	0	3
			8	4	18	16
FOURTH QUARTER (Summer Quarter)						
COS	1004	Scientific Study IV	1	8	0	5
COS	1022	Clinical Application III	1	0	18	7
			2	8	18	12
FIFTH QUARTER (Fall Quarter)						
COS	1023	Clinical Application IV	1	0	12	5
COS	1040	Clinical Application V	2	0	15	7
PSY	1101	Human Relations	2	0	0	2
			5	0	27	14
		TOTAL CREDIT HOURS:				79

COSMETOLOGY

Suggested Evening Course Offerings By Quarters for the Advanced Diploma Candidate

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
COS	1001	Scientific Study I	4	4	0	6
COS	1010-A	Mannequin Practice	2	0	3	3
PSY	1101	Human Relations	2	0	0	2
			8	4	3	11
SECOND QUARTER (Winter Quarter)						
COS	1002	Scientific Study II	4	4	0	6
COS	1010-B	Mannequin Practice	2	0	3	3
ENG	110	Applied Communications	4	0	0	4
			10	4	3	13
THIRD QUARTER (Spring Quarter)						
COS	1003	Scientific Study III	1	4	0	3
COS	1010-C	Mannequin Practice	0	0	9	3
COS	1020-A	Clinical Application I	2	0	3	3
			3	4	12	9
FOURTH QUARTER (Summer Quarter)						
COS	1004	Scientific Study IV	1	8	0	5
COS	1020-B	Clinical Application I	2	0	3	3
			3	8	3	8
FIFTH QUARTER (Fall Quarter)						
COS	1020-C	Clinical Application I	1	0	9	4
COS	1021-A	Clinical Application II	0	0	6	2
			1	0	15	6
SIXTH QUARTER (Winter Quarter)						
COS	1104	Cosmetology Business Practices	3	0	0	3
COS	1021-B	Clinical Application II	1	0	9	4
			4	0	9	7
SEVENTH QUARTER (Spring Quarter)						
COS	1021-C	Clinical Application II	0	0	3	1
COS	1022-A	Clinical Application III	1	0	9	4
MAT	110	Applied Mathematics	3	0	0	3
			4	0	12	8
EIGHTH QUARTER (Summer Quarter)						
COS	1022-B	Clinical Application III	0	0	9	3
COS	1023-A	Clinical Application IV	1	0	3	2
COS	1125	Art Design	3	0	0	3
			4	0	12	8

NINTH QUARTER (Fall Quarter)

COS	1023-B	Clinical Application IV	0	0	9	3
COS	1040-A	Clinical Application V	1	0	6	3
			1	0	15	6

TENTH QUARTER (Winter Quarter)

COS	1040-B	Clinical Application V	1	0	9	4
		TOTAL CREDIT HOURS:				80

COSMETOLOGY INSTRUCTOR PROGRAM

This program is available on a limited basis to licensed cosmetologists. Only five persons per teacher can be trained at one time. Applicants will be accepted in the order their applications are received. Effective August 1989, to be qualified as a licensed instructor, persons must have returned to a licensed cosmetology school for a total of 800 hours. Upon completion, a State Board examination is required.

FIRST QUARTER (Summer Quarter)

COS	3004	Cosmetology Instructor Training I	7	0	0	7

SECOND QUARTER (Fall Quarter)

COS	3005	Practicum: I	0	0	30	10

THIRD QUARTER (Winter Quarter)

COS	3022	Cosmetology Instructor Training II	7	0	0	7

FOURTH QUARTER (Spring Quarter)

COS	3023	Practicum: II	0	0	30	10

CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY (T-129)

Associate in Applied Science Degree Program

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes such subjects as interpersonal communications, law, psychology and sociology.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

CRIMINAL JUSTICE TECHNOLOGY

Suggested Course Offerings By Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-time

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
CJC	151	Introduction to Criminal Justice	5	0	0	5
ENG	151	Composition I	3	0	0	3
PSY	101	Intro. to Psychology	3	0	0	3
MAT	151	College Algebra I	3	0	0	3
SOC	101	Introduction to Sociology	3	0	0	3
			17	0	0	17
SECOND QUARTER (Winter Quarter)						
CAS	100	Intro. to Computers	2	2	0	3
CJC	152	Criminology	5	0	0	5
CJC	153	Criminal Law	5	0	0	5
ENG	152	Composition II	3	0	0	3
SOC	111	Social Problems	3	0	0	3
			18	2	0	19
THIRD QUARTER (Spring Quarter)						
CJC	140	Substance Abuse	3	0	0	3
CJC	171	Introduction to Law Enforcement	5	0	0	5
CJC	210	Juvenile Delinquency	3	0	0	3
ENG	150	Documented Paper	3	0	0	3
		Humanities Elective	3	0	0	3
			17	0	0	17
FOURTH QUARTER (Summer Quarter)						
CJC	113	Introduction to Corrections	3	0	0	3
CJC	125	Constitutional Law	3	0	0	3
ENG	204	Speech	3	0	0	3
POL	101	National Government	3	0	0	3
		Free Elective	3	0	0	3
			15	0	0	15

FIFTH QUARTER (Fall Quarter)

CJC	142	Community Based Corrections	3	0	0	3
CJC	237	Criminal Investigations	3	0	0	3
CJC	238	Criminalistics I	2	4	0	4
BIO	260	Anatomy & Physiology I	3	2	0	4
		Major Elective	3	0	0	3
			14	6	0	17

SIXTH QUARTER (Winter Quarter)

CJC	225	Victimology	4	0	0	4
CJC	141	Community Relations & Ethics	3	0	0	3
CJC	251	Court Procedures & Evidence	5	0	0	5
CJC	221	Civil & Criminal Legal Responsibilities	3	0	0	3
PSY	241	Abnormal Psychology	3	0	0	3
			18	0	0	18

SEVENTH QUARTER (Spring Quarter)

CJC	252	Criminal Justice Organization and Management	5	0	0	5
SOC	110	Marriage and Family	3	0	0	3
		Free Elective	3	0	0	3
		Major Electives	3	0	0	3
POL	102	State & Local Gov't	3	0	0	3
			17	0	0	17
		TOTAL CREDIT HOURS:				120

PREREQUISITE COURSE/PASS PLACEMENT TEST

ENG	100	English Fundamentals
MAT	100	Beginning Algebra

MAJOR ELECTIVES: CJC 231, 242
COE 100, 101-103

EARLY CHILDHOOD ASSOCIATE (T-073)

Associate in Applied Science Degree Program

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

CELSIUS HOT CELSIUS COLD

EARLY CHILDHOOD ASSOCIATE

Suggested Course Offerings By Quarters for the A.A.S. Degree Candidate

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
CAS	100	Introduction to Computers	2	2	0	3
EDU	100	Introduction to Early Childhood Education	1	4	0	3
EDU	101	Communication Skills in Early Childhood	3	0	0	3
PSY	101	Introduction to Psychology	3	0	0	3
			9	6	0	12
SECOND QUARTER (Winter Quarter)						
EDU	151	Creative Activities	4	2	0	5
EDU	152	Procedures in Early Childhood Education	5	0	0	5
ENG	151	Composition I	3	0	0	3
MAT	121	Mathematics For Today's Consumer	4	0	0	4
			16	2	0	17
THIRD QUARTER (Spring Quarter)						
EDU	105	Music & Creative Movement	2	2	0	3
EDU	140	Child Behavior	3	0	3	4
ENG	152	Composition II	3	0	0	3
PSY	201	Human Growth & Development I	3	0	0	3
ACC	149	General Accounting	3	2	0	4
			14	4	3	17
FOURTH QUARTER (Summer Quarter)						
COE	101	Co-op Part-Time Work Experience	0	0	10	1
EDU	108	Technology in Education	3	2	0	4
EDU	241	Seminar Practicum I	2	0	0	2
ENG	204	Speech	3	0	0	3
		Elective (Free)	3	0	0	3
			11	2	10	13
FIFTH QUARTER (Fall Quarter)						
BIO	215	Science Field Study	3	2	0	4
EDU	257	Health, Safety, and Nutrition	4	2	0	5
EDU	210	Infants & Toddlers in Group Settings	3	0	0	3
PSY	202	Human Growth and Development II	3	0	0	3
			13	4	0	15

SIXTH QUARTER (Winter Quarter)

EDU	251	Curriculum Planning	4	2	0	5
EDU	211	The Exceptional Child	4	0	0	4
EDU	220	Home & Center Child Rearing: Practices & Expectations	3	0	0	3
PSY	220	Intro. to Educational Psychology	3	0	0	3
			14	2	0	15

SEVENTH QUARTER (Spring Quarter)

COE	102	Co-op Part-Time Work Experience	0	0	10	1
COE	103	Co-op Part-Time Work Experience	0	0	10	1
EDU	201	Foundations in Literacy	3	0	0	3
EDU	230	Administration & Supervision of a Preschool Facility	3	0	0	3
EDU	242	Seminar Practicum II	1	0	0	1
		Elective (Free)	3	0	0	3
			10	0	20	12

EIGHTH QUARTER (Summer Quarter)

EDU	204	Children's Literature	3	0	0	3
EDU	256	Exploration Activities: Science, Math, and Social Studies	4	2	0	5
		Humanities Elective	3	0	0	3
			10	2	0	11

EARLY CHILDHOOD CERTIFICATE

REQUIRED:

EDU	101	Communication Skills in Early Childhood	3	0	0	3
EDU	151A	Creative Activities A	3	0	0	3
EDU	151B	Creative Activities B	1	2	0	2
EDU	140	Child Behavior	3	0	3	4
EDU	257A	Hea., Safe., & Nutr. A	3	0	0	3
EDU	257B	Hea., Safe., & Nutr. B	1	2	0	2
EDU	220	Home & Center Child Rearing: Practices & Expectations	3	0	0	3
PSY	201	Human Growth & Development I	3	0	0	3
		Major Electives	6	0	0	6
			26	4	3	29

CHILDCARE ELECTIVES
(for Certificate Candidates)

EDU	152A	Proc. in ECH Ed. A	3	0	0	3
EDU	152B	Proc. in ECH Ed. B	2	0	0	2
EDU	105	Music & Creative Movement	2	2	0	3
EDU	204	Children's Literature	3	0	0	3
EDU	256A	Exploration Activities: Science, Math, & Social Studies A	3	0	0	3
EDU	256B	Exploration Activities: Science, Math, & Social Studies B	1	2	0	2
EDU	210	Infants & Toddlers in Group Settings	3	0	0	3
EDU	230	Administration & Supervision of a Preschool Facility	3	0	0	3

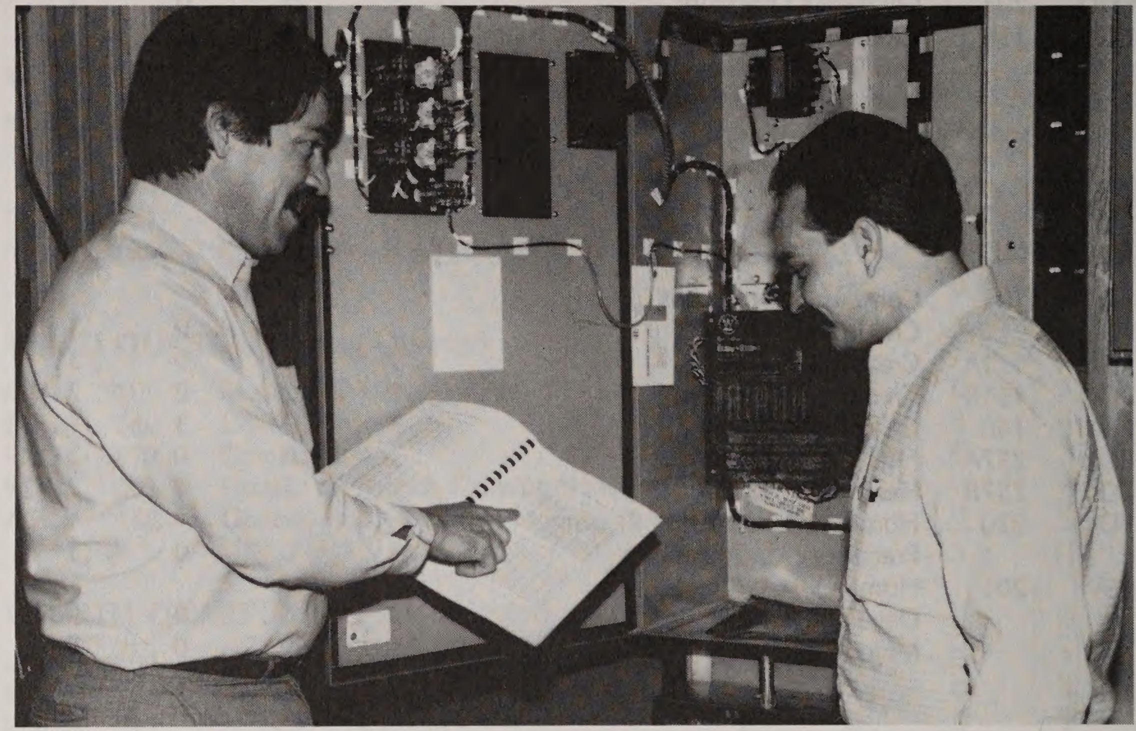
[EDU 106 Early Childhood Education: Child Care Credential I (3 0 0 3) in conjunction with EDU 107 Early Childhood Education: Child Care Credential II (3 0 0 3) may be substituted for EDU 152.]

ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

Diploma Program

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.



ELECTRICAL INSTALLATION AND MAINTENANCE

Suggested Course Offerings By Quarters for the Diploma Candidate

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
MAT	1101-A	Mathematics Fundamentals	1	2	0	2
ELC	1101	Direct Current	3	4	0	5
			4	6	0	7
SECOND QUARTER (Winter Quarter)						
MAT	1101-B	Mathematics Fundamentals	1	2	0	2
ELC	1102	Alternating Current	2	4	0	4
			3	6	0	6
THIRD QUARTER (Spring Quarter)						
ENG	110	Applied Communications	4	0	0	4
ELC	1120	National Electrical Code	5	2	0	6
BPR	1120	Blueprint Reading I	2	0	3	3
			11	2	3	13
FOURTH QUARTER (Summer Quarter)						
BUS	1103	Small Business Operation	3	0	0	3
ELC	1105	Residential Wiring I	3	0	9	6
			6	0	9	9
FIFTH QUARTER (Fall Quarter)						
BPR	1121	Blueprint Reading II	2	0	3	3
ELC	1106	Residential Wiring II	2	0	6	4
			4	0	9	7
SIXTH QUARTER (Winter Quarter)						
PSY	1101	Human Relations	2	0	0	2
ELC	1113-A	Industrial Machines & Controls	3	0	6	5
MAT	1104	Applied Trigonometry	3	0	0	3
			8	0	6	10
SEVENTH QUARTER (Spring Quarter)						
ELC	1109	Commercial Wiring	1	0	6	3
ELC	1113-B	Industrial Machines & Controls	2	0	6	4
			3	0	12	7
EIGHTH QUARTER (Summer Quarter)						
ELC	1110	Industrial Wiring	5	0	6	7
ELC	1107	Power Distribution	4	4	0	6
			9	4	6	13

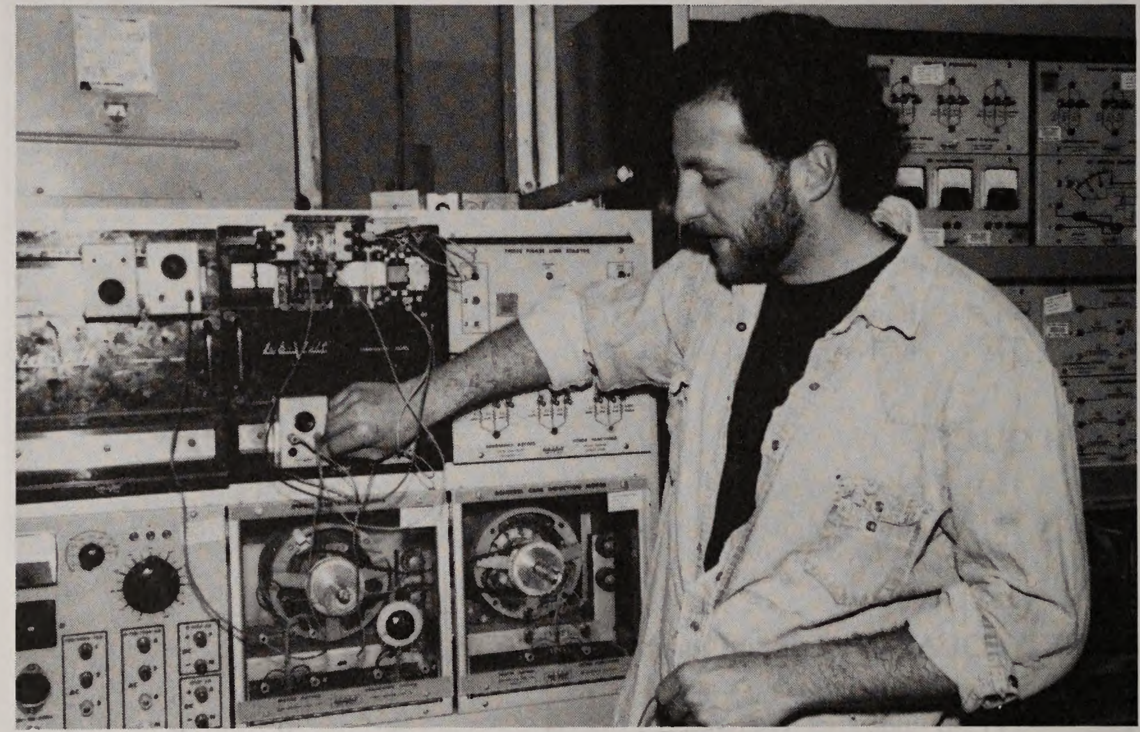
ELECTRICAL INSTALLATION & MAINTENANCE CERTIFICATE PROGRAM

Residential Wiring

ELC	1101	Direct Current	3	4	0	5
ELC	1102	Alternating Current	2	4	0	4
ELC	1120	National Electrical Code	5	2	0	6
ELC	1105	Residential Wiring I	3	0	9	6
MAT	1101	Mathematics Fundamentals	2	4	0	4
(MAT	1101-A	Mathematics Fundamentals	1	2	0	2)
(MAT	1101-B	Mathematics Fundamentals	1	2	0	2)
			15	14	9	25

Industrial Wiring

ELC	1101	Direct Current	3	4	0	5
ELC	1102	Alternating Current	2	4	0	4
ELC	1120	National Electrical Code	5	2	0	6
ELC	1110	Industrial Wiring	5	0	6	7
ELC	1113-A	Industrial Machines & Controls	3	0	6	5
MAT	1101	Mathematics Fundamentals	2	4	0	4
(MAT	1101-A	Mathematics Fundamentals	1	2	0	2)
(MAT	1102-B	Mathematics Fundamentals	1	2	0	2)
			20	14	12	31



ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

Associate in Applied Science Degree Program

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

ELECTRONICS ENGINEERING TECHNOLOGY

Suggested Course Offerings By Quarters for the A.A.S. Degree

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
ENG	151	Composition I	3	0	0	3
ELN	155	DC/AC Fundamentals	5	6	0	8
MAT	151	College Algebra I	3	0	0	3
CSC	101	Introduction to Programming	2	2	0	3
MAT	149	Trigonometry	3	0	0	3
			16	8	0	20
SECOND QUARTER (Winter Quarter)						
ENG	152	Composition II	3	0	0	3
MAT	152	College Algebra II	3	0	0	3
ELN	152	Semiconductors-Control Devices	4	4	0	6
PHY	151	Physics I, Mechanics	3	2	0	4
		Free Elective	3	0	0	3
			16	6	0	19
THIRD QUARTER (Spring Quarter)						
MAT	153	College Algebra III	3	0	0	3
ELN	153	Transistor Circuits & Applications	4	4	0	6
CSC	150	Operating Systems	3	0	0	3
DFT	109	Introduction to CADD	0	6	0	3
PHY	152	Physics II, Hydraulics-Heat	3	2	0	4
			13	12	0	19
FOURTH QUARTER (Summer Quarter)						
ELN	154	Linear IC's Application	4	4	0	6
ELN	251	Digital Fundamentals	4	4	0	6
CSC	253	Pascal Programming I	3	2	0	4
			11	10	0	16
FIFTH QUARTER (Fall Quarter)						
ELN	252	Digital Applications	2	6	0	5
ELN	261	Communications Systems	4	4	0	6
ELN	230	Fabrication Techniques	1	6	0	4
ENG	149	Technical Writing	3	0	0	3
			10	16	0	18
SIXTH QUARTER (Winter Quarter)						
ELN	262	Microcomputers	4	4	0	6
ELN	272	Industrial Controls	2	6	0	5
PHY	153	Physics III, Light and Sound	3	2	0	4
		Humanities Elective	3	0	0	3
			12	12	0	18

SEVENTH QUARTER (Spring Quarter)

ELN	271	Microprocessor Interfacing	2	6	0	5
ELN	280	Analytic Trouble Shooting	2	6	0	5
ENG	204	Speech	3	0	0	3
PSY	210	Applied Psychology	3	0	0	3
		Free Elective	2	0	0	2
			12	12	0	18
		TOTAL CREDIT HOURS:				128

"Co-op work experience may be selected for any free elective hours."

ELECTRONICS ENGINEERING TECHNOLOGY T-045

Evening

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
ELN	155-A	DC Fundamentals	3	2	0	4
MAT	151	College Algebra I	3	0	0	3
MAT	149	Trigonometry	3	0	0	3
			9	2	0	10
SECOND QUARTER (Winter Quarter)						
ELN	155-B	AC Fundamentals	2	4	0	4
ENG	151	Composition I	3	0	0	3
MAT	152	College Algebra II	3	0	0	3
			8	4	0	10
THIRD QUARTER (Spring Quarter)						
ELN	152	Semiconductors Control Devices	4	4	0	6
MAT	153	College Algebra III	3	0	0	3
ENG	152	Composition II	3	0	0	3
			10	4	0	12
FOURTH QUARTER (Summer Quarter)						
ELN	153	Transistor Circuits & Applications	4	4	0	6
DFT	109	Introduction to CADD	0	6	0	3
			4	10	0	9
FIFTH QUARTER (Fall Quarter)						
ELN	154	Linear IC's Application	4	4	0	6
CSC	101	Introduction to Programming	2	2	0	3
			6	6	0	9
SIXTH QUARTER (Winter Quarter)						
ELN	251	Digital Fundamentals	4	4	0	6
PHY	151	Physics I, Mechanics	3	2	0	4
			7	6	0	10

SEVENTH QUARTER (Spring Quarter)

ELN	252	Digital Applications	2	6	0	5
PHY	152	Physics II, Hydraulics-Heat	3	2	0	4
			5	8	0	9

EIGHTH QUARTER (Summer Quarter)

ELN	261	Communications Systems	4	4	0	6
PHY	153	Physics III, Sound & Light	3	2	0	4
			7	6	0	10

NINTH QUARTER (Fall Quarter)

ELN	230	Fabrication Techniques	1	6	0	4
ELN	262	Microcomputers	4	4	0	6
			5	10	0	10

TENTH QUARTER (Winter Quarter)

ELN	271	Microprocessor Interfacing	2	6	0	5
ENG	204	Speech	3	0	0	3
CSC	253	Pascal Programming I	3	2	0	4
			8	8	0	12

ELEVENTH QUARTER (Spring Quarter)

ELN	272	Industrial Controls	2	6	0	5
CSC	150	Operating Systems	3	0	0	3
PSY	210	Applied Psychology	3	0	0	3
			8	6	0	11

TWELFTH QUARTER (Summer Quarter)

ELN	280	Analytic Trouble Shooting	2	6	0	5
		Free Elective	3	0	0	3
			5	6	0	8

THIRTEENTH QUARTER (Fall Quarter)

ENG	149	Technical Writing	3	0	0	3
		Free Elective	2	0	0	2
		Humanities Elective	3	0	0	3
			8	0	0	8
		TOTAL CREDIT HOURS				128

ELECTRONICS ENGINEERING TECHNOLOGY CERTIFICATE PROGRAM OPTIONS

(Basic Electronics)

ELN	155	DC/AC Fundamentals	5	6	0	8
ELN	152	Semiconductors Control Devices	4	4	0	6
ELN	153	Transistor Circuits and Applications	4	4	0	6
ELN	154	Linear IC's Applications	4	4	0	6
MAT	151	College Algebra I	3	0	0	3
ENG	151	Composition I	3	0	0	3
			23	18	0	32

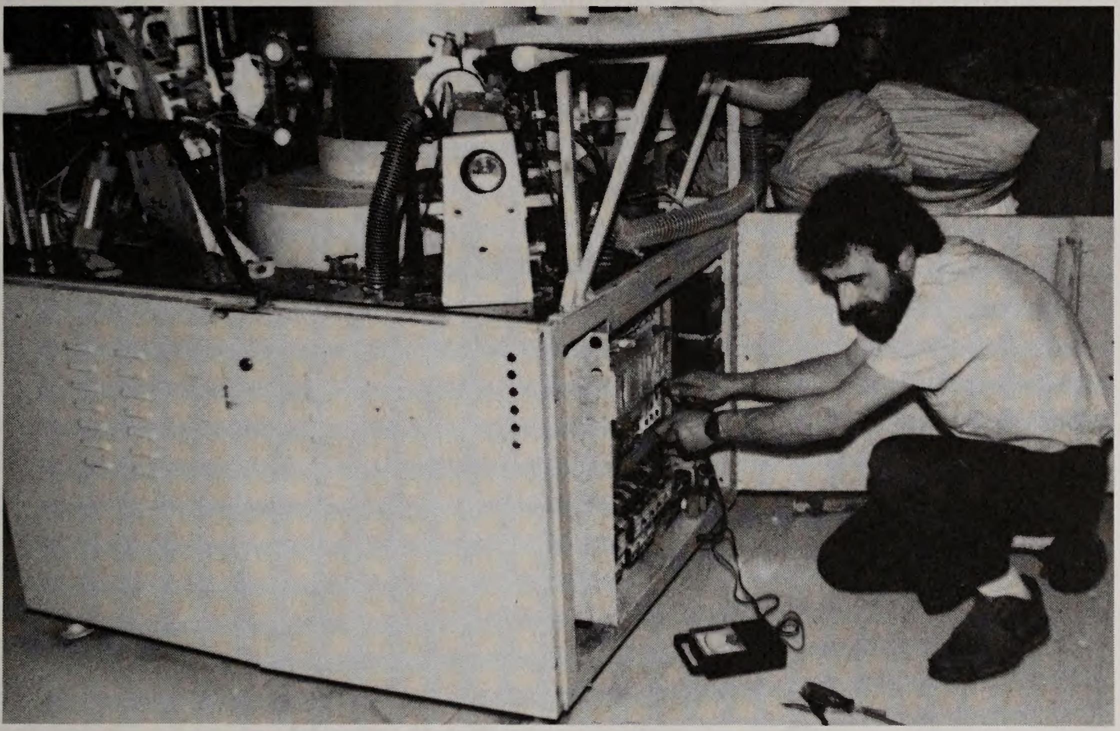
(Applied Electronics)

Prerequisite Basic Electronics Certificate

DFT	109	Introduction to CADD	0	6	0	3
ENG	149	Technical Writing	3	0	0	3
ELN	280	Analytic Trouble Shooting	2	6	0	5
ELN	230	Fabrication Techniques	1	6	0	4
CSC	101	Introduction to Programming	2	2	0	3
ENG	152	Composition II	3	0	0	3
			11	20	0	21

(Digital Electronics)

ELN	251	Digital Fundamentals	4	4	0	6
ELN	252	Digital Applications	2	6	0	5
ELN	262	Microcomputers	4	4	0	6
ELN	271	Microprocessor Interfacing	2	6	0	5
ELN	272	Industrial Controls	2	6	0	5
ENG	149	Technical Writing	3	0	0	3
			17	26	0	30



GENERAL EDUCATION (G-020)

Associate in General Education (A. G. E.)

The General Education Curriculum is designed to provide general studies for students seeking personal growth and intellectual enrichment through course work not directly related to their vocational goals. The Curriculum also serves students wanting to earn an associate degree as a basis for further education.

A number of senior colleges and universities in Western North Carolina have transfer agreements with Mayland Community College. A list of these institutions, with details of the respective agreements, is on file in the Student Support Services Office.

Core requirements for the Associate Degree in General Education total 87 quarter hours and are taken from these disciplines: English, history, fine arts, government, philosophy, psychology, sociology, mathematics, physical education, and science. The remaining course requirements, totaling 9 quarter hours, are chosen by the student from the recommended elective list of courses or from technical program course offerings. A candidate for the Associate Degree must have no less than a 2.0 grade point average on the 96 quarter hours of work necessary to meet degree requirements.

GENERAL EDUCATION

Suggested Schedule of Courses By Quarters for the Associate Degree Candidate

I. FULL-TIME DAY STUDENTS

(Part-time students should see a faculty advisor for planning the most appropriate reduced day schedule.)

FRESHMAN YEAR

FIRST QUARTER (Fall Quarter)

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
ENG	151	Composition I	3	0	0	3
HIS	151	Western Civilization I	5	0	0	5
MAT	151	College Algebra I	3	0	0	3
		Elective	3	0	0	3
			14	0	0	14

SECOND QUARTER (Winter Quarter)

ART	151	Fine Arts	5	0	0	5
ENG	152	Composition II	3	0	0	3
HIS	152	Western Civilization II	5	0	0	5
MAT	152	College Algebra II	3	0	0	3
			16	0	0	16

THIRD QUARTER (Spring Quarter)

ENG	251	Literary Forms, Criticism and Research	5	0	0	5
MAT	153	College Algebra III	3	0	0	3
		American History Option	5	0	0	5
		Physical Education Options*	2	0	0	2
			15	0	0	15

FOURTH QUARTER (Summer Quarter)

(When possible, students attending summer quarter should take courses they have missed during the preceding three quarters.)

SOPHOMORE YEAR

FIFTH QUARTER (Fall Quarter)

BIO	251	General Biology I	3	2	0	4
POL	251	American Government and Politics	5	0	0	5
PHI	251	Intro. to Philosophy	5	0	0	5
		Literature Option	5	0	0	5
			18	2	0	19

SIXTH QUARTER (Winter Quarter)

BIO	252	General Biology II	3	2	0	4
PSY	251	General Psychology	5	0	0	5
		Literature Option	5	0	0	5
		Elective	3	0	0	3
			16	2	0	17

SEVENTH QUARTER (Spring Quarter)

BIO	253	General Biology III	3	2	0	4
SOC	251	General Sociology	5	0	0	5
ENG	204	Speech	3	0	0	3
		Elective	3	0	0	3
			14	2	0	15
		TOTAL QUARTER HOURS REQUIRED FOR A DEGREE				96

British Literature I is offered Fall Quarter;
British Literature II is offered Winter Quarter;
American Literature I or II is offered Spring Quarter.

II. EVENING STUDENTS

Students who attend only evening classes should plan to spend a minimum of four years to earn enough credit hours for a degree. Since some evening courses are not offered every year, it is important for the evening student to take such a course when it is offered. See your faculty advisor if you are uncertain about the evening schedule of General Education courses.

Core Requirements for the Associate Degree in General Education

ENGLISH (language and literature)

ENG	151	Composition I (3 quarter hours)		
ENG	152	Composition II (3 quarter hours)		
ENG	251	Literary Forms, Criticism, and Research (5 quarter hours)		
ENG	204	Speech (3 quarter hours)		
		plus 10 quarter hours from		
	ENG	260	British Literature I (5 quarter hours)	
	ENG	261	British Literature II (5 quarter hours)	
	ENG	269	American Literature I (5 quarter hours)	
	ENG	270	American Literature II (5 quarter hours)	
			TOTAL: 24 QUARTER HOURS	

FINE ARTS

ART	151	Fine Arts (5 quarter hours)
		TOTAL: 5 QUARTER HOURS

HISTORY

HIS	151	Western Civilization I (5 quarter hours)	
HIS	152	Western Civilization II (5 quarter hours)	
		plus 5 hours from	
	HIS	251	American History I (5 quarter hours)
	HIS	252	American History II (5 quarter hours)
			TOTAL: 15 QUARTER HOURS

MATHEMATICS

MAT	151	College Algebra I (3 quarter hours)
MAT	152	College Algebra II (3 quarter hours)
MAT	153	College Algebra III (3 quarter hours)
		TOTAL: 9 QUARTER HOURS

PHILOSOPHY

PHI	251	Introduction to Philosophy (5 quarter hours)

TOTAL: 5 QUARTER HOURS

PHYSICAL EDUCATION

2 quarter hours from

PED	101	Physical Fitness Concepts (2 quarter hours)
PED	102	Beginning Tennis (1 quarter hour)
PED	103	Golf (1 quarter hour)
PED	104	Skating (1 quarter hour)
PED	105	French-Swiss Snow Skiing (1 quarter hour)
PED	106	Beginning Swimming (1 quarter hour)
PED	202	Intermediate Tennis (1 quarter hour)
PED	206	Advanced Beginning Swimming (1 quarter hour)

TOTAL: 2 QUARTER HOURS

POLITICAL SCIENCE

POL	251	American Government and Politics (5 quarter hours)

TOTAL: 5 QUARTER HOURS

PSYCHOLOGY AND SOCIOLOGY

PSY	251	General Psychology (5 quarter hours)
SOC	251	General Sociology (5 quarter hours)

TOTAL: 10 QUARTER HOURS

SCIENCE

BIO	251	General Biology I (4 quarter hours)
BIO	252	General Biology II (4 quarter hours)
BIO	253	General Biology III (4 quarter hours)

TOTAL: 12 QUARTER HOURS

TOTAL CORE REQUIREMENTS: 87 QUARTER HOURS

RECOMMENDED GENERAL EDUCATION ELECTIVES

Electives may be chosen from the list below or technical course offerings. American Literature, British Literature, American History or Physical Education courses not used to meet core requirements may count as electives. Students who are planning to transfer to a particular senior institution should find out which electives are accepted by that college. Students should see their academic advisors.

Title			Credit Hours
ART	101	Art Appreciation	3
AST	151	Descriptive Astronomy	5
BIO	151	Biology and The Environment	5
BIO	240	Selected Topics in Biology	2
GEO	100	Geography	3
GEL	151	Intro. to Physical Geology	5
GEL	152	Intro. to Historical Geology	5
HIS	255	North Carolina History	5
HIS	256	Appalachian History	3
HIS	231	Genealogy I	3
HIS	240	Topics in History	3
HUM	257	Appalachian Culture	3
MAT	154	Finite Math & Probability	5
MUS	101	Music Appreciation	3
PSY	110	Human Growth and Dev.	3
PSY	201	Human Growth and Dev. I	3
PSY	202	Human Growth and Dev. II	3
PSY	210	Applied Psychology	3
PSY	240	Selected Topics in Psychology	2
PSY	241	Abnormal Psychology	3
REL	251	Old Testament Literature	5
REL	252	New Testament Literature	5
REL	261	The Human Religious Experience	5
SPA	151	Elementary Spanish I	5
SPA	152	Elementary Spanish II	5
SOC	110	Marriage and Family	3
SOC	111	Social Problems	3
SSC	251	Honors Seminar	3

OTHER ELECTIVES:

ART	160	Drawing I	3
ART	161	Drawing II	3
ART	162	Drawing III	3
ART	170	Painting I	3
ART	171	Painting II	3
ART	172	Painting III	3
ART	124	Advanced Independent Art Studies	3
CHM	151	Applied Chemistry for the Health Sciences	5
ORI	109	Applied Study Skills	3
ENG	242-246	Creative Writing I-V	3
HEA	151	Addictions	3
HEA	152	Human Sexuality	3
HEA	153	Death and Dying	3
HIS	232	Genealogy II	3
MAT	110	Applied Mathematics	3
MAT	260	Calculus I	3
MAT	261	Calculus II	3
ORI	110	Career Decisionmaking	2
ORI	109	Applied Study Skills	3
CSC	250	Pascal	3
CSC	249	Algorithms & Programming	3
PHY	154	Physics IV: Electricity, Magnetism, and Nuclear Physics	
EGY	120	U.S. Energy: An Assessment	

Award: Associate Degree in General Education

GENERAL OFFICE (T-033)

Associate in Applied Science Degree Program

The purposes of the General Office curriculum are to prepare the individual to enter the clerical-office occupation, provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing, and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

GENERAL OFFICE

Suggested Course Offerings By Quarter for the A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
OSC	101	Typewriting I	1	2	0	2
ACC	151	Principles of Accounting I	3	2	0	4
BUS	100	Intro. to Business	3	0	0	3
		*Social Science Elective	3	0	0	3
CAS	100	Introduction to Computers	2	2	0	3
			12	6	0	15
SECOND QUARTER (Winter Quarter)						
MAT	121	Math for Today's Consumer	4	0	0	4
OSC	102	Typewriting II	2	2	0	3
ACC	152	Principles of Accounting II	3	2	0	4
BUS	181	Business Law I	3	0	0	3
ENG	151	Composition I	3	0	0	3
			15	4	0	17

THIRD QUARTER (Spring Quarter)

OSC	103	Typewriting III	2	2	0	3
		Humanities Elective	3	0	0	3
OSC	115	Word Processing I	2	2	0	3
		Elective	3	0	0	3
ENG	152	Composition II	3	0	0	3
			13	4	0	15

FOURTH QUARTER (Summer Quarter)

BUS	131	Personal Finance	3	0	0	3
OSC	104	Production Typewriting	2	2	0	3
ACC	142	Payroll Procedures	3	0	0	3
OSC	112	Machine Transcription	2	2	0	3
			10	4	0	12

FIFTH QUARTER (Fall Quarter)

BUS	271	Business Communications I	3	0	0	3
BUS	234	Management	3	0	0	3
OSC	223	Records Management	2	2	0	3
CAS	111	Micro-Data Management	2	2	0	3
OSC	116	Word Processing II	2	2	0	3
		Major Elective	3	0	0	3
			15	6	0	18

SIXTH QUARTER (Winter Quarter)

BUS	272	Business Communications II	3	0	0	3
		Elective	3	0	0	3
OSC	221	Office Procedures & Practices	3	2	0	4
CAS	120	Desktop Publishing	2	2	0	3
		Major Elective	3	0	0	3
			14	4	0	16

SEVENTH QUARTER (Spring Quarter)

CAS	107	Spreadsheet Processing	2	2	0	3
PSY	210	Applied Psychology	3	0	0	3
BUS	130	Personal Development	3	0	0	3
ECO	201	Economics	3	0	0	3
ENG	204	Speech	3	0	0	3
			14	2	0	15

MAJOR ELECTIVES: OSC 105; OSC 106; OSC 107; BUS 260; BUS 261; CAS 120; OSC 231; OSC 235; MKT 240; MKT 242; MKT 245; BUS 240; ECO 201; ECO 251; ECO 252; ECO 253; ISC 102; ISC 232; BUS 208; BUS 221.

Co-op work experience may be selected for any FREE elective hours.

*Social Science elective: Any course with SOC or POL prefixes.

GENERAL OFFICE (T-165)

(Technical Specialty)
One Year Diploma Program

The General Office (Technical Specialty) Curriculum is designed for the individual entering, upgrading or retraining in the office occupations relating to general and clerical duties. Special emphasis is on typing and basic office duties and responsibilities.

Through study in such areas as typewriting, oral and written communications, basic accounting, business machines and word processing, the individual will be able to function effectively as an office clerk, machine operator, typist or receptionist.

GENERAL OFFICE

(Technical Specialty)
Suggested Day Course Offerings By Quarters for The Diploma Candidate

Suggested Day Course Offerings

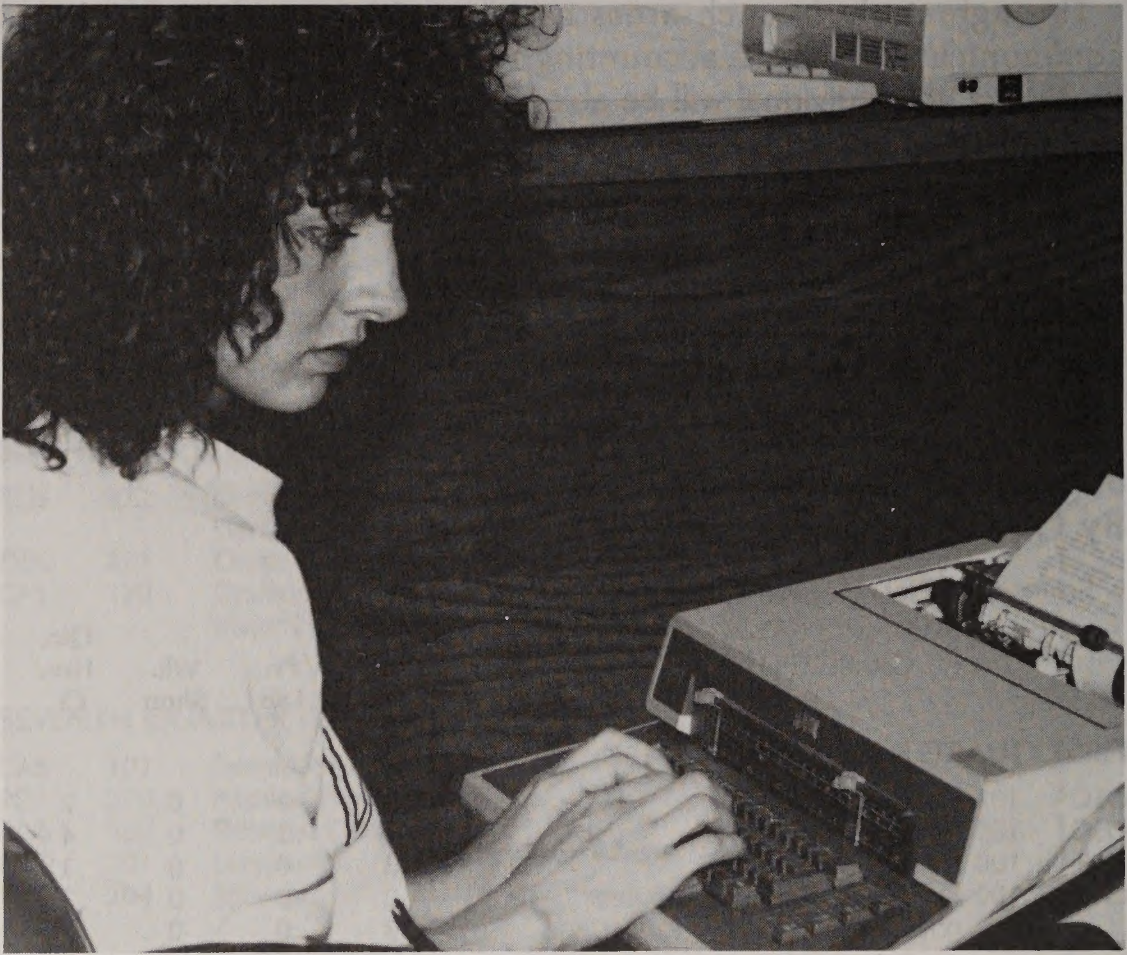
		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
OSC	101	Typewriting I	1	2	0	2
OSC	105	Shorthand I	3	2	0	4
BUS	100	Intro. to Business	3	0	0	3
CAS	100	Introduction to Computers	2	2	0	3
		Elective	3	0	0	3
			12	6	0	15
SECOND QUARTER (Winter Quarter)						
MAT	121	Math for Today's Consumer	4	0	0	4
OSC	102	Typewriting II	2	2	0	3
OSC	106	Shorthand II	3	2	0	4
PSY	210	Applied Psychology	3	0	0	3
ENG	151	Composition I	3	0	0	3
		Major Elective	3	0	0	3
			18	4	0	20
THIRD QUARTER (Spring Quarter)						
ACC	149	General Accounting	3	2	0	4
OSC	103	Typewriting III	2	2	0	3
OSC	115	Word Processing I	2	2	0	3
CAS	107	Spreadsheet Processing	2	2	0	3
ENG	152	Composition II	3	0	0	3
BUS	130	Personal Development	3	0	0	3
			15	8	0	19

FOURTH QUARTER (Summer Quarter)

BUS	131	Personal Finance	3	0	0	3
OSC	104	Production Typing	2	2	0	3
ACC	142	Payroll Procedures	3	0	0	3
OSC	112	Machine Transcription	2	2	0	3
ENG	204	Speech	3	0	0	3
			13	4	0	15

MAJOR ELECTIVES: CAS 111; OSC 107; BUS 181; OSC 116; ACC 260.

Co-op work experience may be selected for any FREE elective hours.

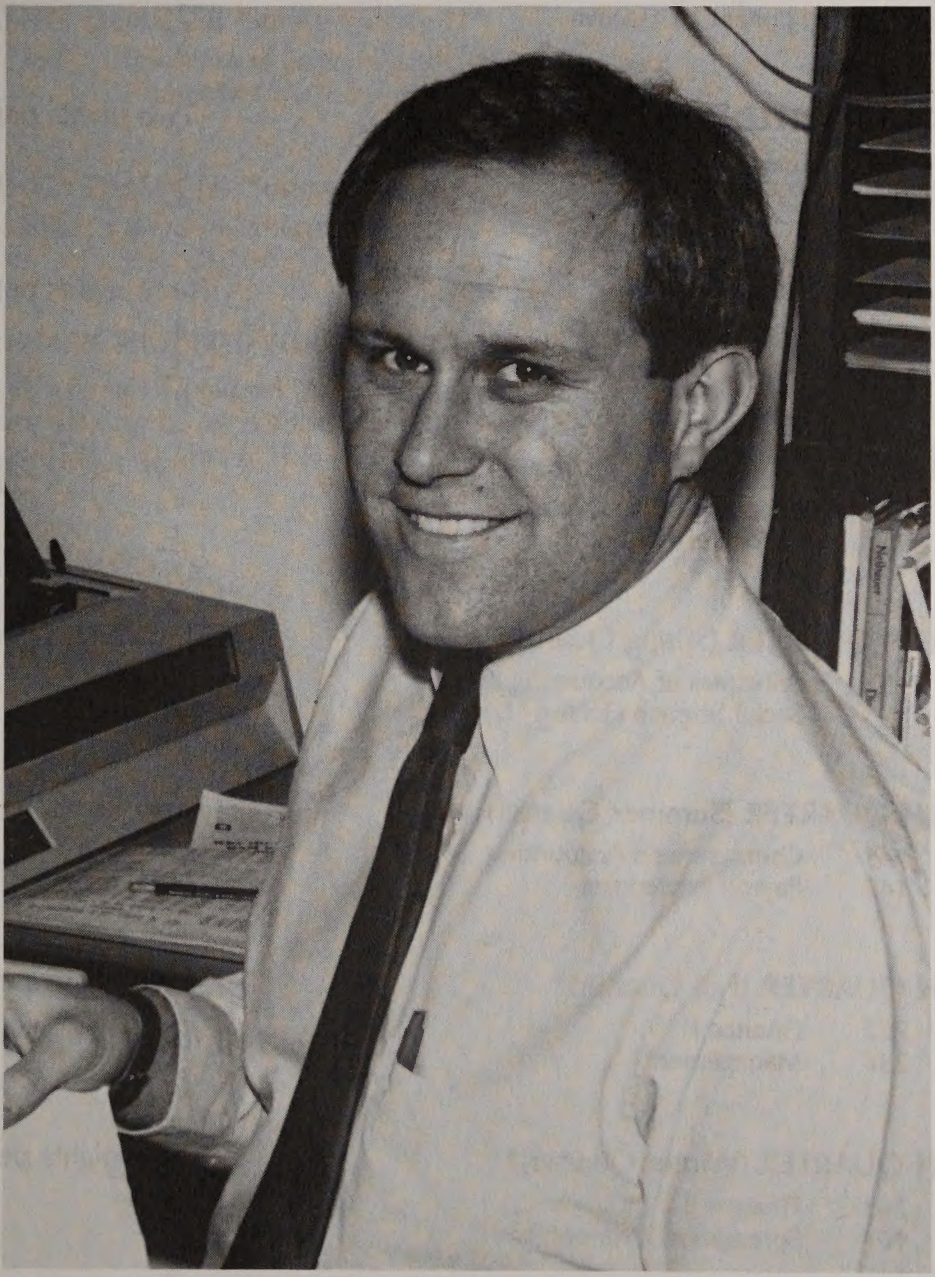


INDUSTRIAL MANAGEMENT (T-049)

Associate in Applied Science Degree Program

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in such areas as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.



INDUSTRIAL MANAGEMENT

Suggested Course Offerings For Night Curriculum*

Credit Hours

FIRST QUARTER (Fall Quarter)			Two nights per week
CAS	100	Introduction to Computers	3
ISC	100	Introduction to Industrial Mgt.	3
			6

SECOND QUARTER (Winter Quarter)			Two nights per week
ENG	151	Composition I	3
MAT	151	College Algebra I	3
			6

THIRD QUARTER (Spring Quarter)			Three nights per week
ENG	152	Composition II	3
MAT	152	College Algebra II	3
		Humanities Elective	3
			9

FOURTH QUARTER (Summer Quarter)			Two nights per week
ENG	204	Speech	3
MAT	150	Statistics	3
			6

FIFTH QUARTER (Fall Quarter)			Three nights per week
ACC	151	Principles of Accounting I	4
		Major Elective	3
			7

SIXTH QUARTER (Winter Quarter)			Three nights per week
ACC	152	Principles of Accounting II	4
ISC	232	Labor Relations	3
			7

SEVENTH QUARTER (Spring Quarter)			Three nights per week
ACC	153	Principles of Accounting III	4
		Social Science Elective	3
			7

EIGHTH QUARTER (Summer Quarter)			Three nights per week
ACC	145	Computerized Accounting	4
ACC	142	Payroll Procedures	3
			7

NINTH QUARTER (Fall Quarter)*			Two nights per week
BUS	262	Finance I	3
BUS	234	Management	3
			6

TENTH QUARTER (Winter Quarter)*			Two nights per week
BUS	263	Finance II	3
CAS	107	Spreadsheet Processing	3
			6

ELEVENTH QUARTER (Spring Quarter)*			Two nights per week
PSY	210	Applied Psychology	3
ISC	102	Industrial Safety	3
			6

TWELFTH QUARTER (Summer Quarter)*			Two nights per week
MKT	241	Marketing	3
ACC	250	Cost Accounting	4
			7

THIRTEENTH QUARTER (Fall Quarter)**			Two nights per week
ECO	251	Principles of Economics I	3
BUS	132	Principles of Supervision	3
			6

FOURTEENTH QUARTER (Winter Quarter)**			Two nights per week
ECO	252	Principles of Economics II	3
		Free Elective	3
			6

FIFTEENTH QUARTER (Spring Quarter)**			Two nights per week
ECO	253	Principles of Economics III	3
		Humanities Elective	3
			6

SIXTEENTH QUARTER (Summer Quarter)**			Two nights per week
BUS	208	Issues in Management	3
		Free Elective	3
			6

TOTAL HOURS REQUIRED FOR GRADUATION 104

*Classes will only be offered the following years: 1993 and 1995.

**Classes will only be offered the following years: 1992, 1994, and 1996.

MAJOR ELECTIVES: ISC 221, 113, BUS 100, 151, 152, 261, MKT 240, 242, ACC 260, MKT 240, 245.

INDUSTRIAL MANAGEMENT CERTIFICATE

REQUIRED

			Credit Hours
ISC	100	Introduction to Industrial Management	3
ISC	102	Industrial Safety	3
ISC	232	Labor Relations	3
BUS	208	Issues in Management	3
CAS	100	Introduction to Computers	3
BUS	132	Principles of Supervision	3
BUS	234	Management	3
MAT	151	College Algebra I	3
MAT	152	College Algebra II	3
		Electives	6
			33

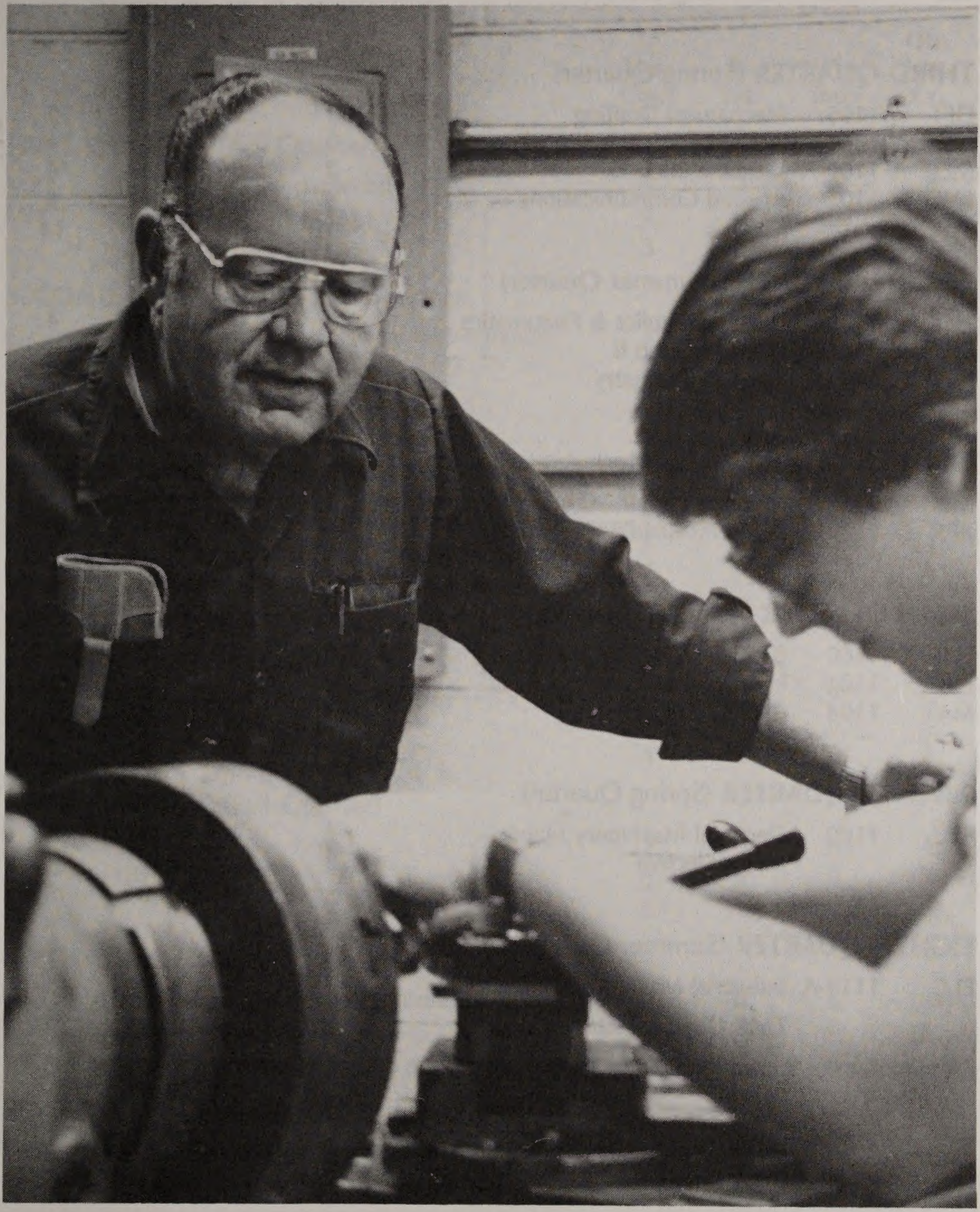
The elective hours must be taken from the following courses:

ISC	221	Production Operation Analysis
ISC	113	Statistical Quality Control
BUS	181	Business Law I
ACC	151	Principles of Accounting I
BUS	262	Finance I
BUS	240	Personnel Management
ECO	251	Principles of Economics I

INDUSTRIAL MECHANICS (V-033)

Diploma Program

The curriculum in Industrial Mechanics prepares students with a broad background in industrial skills required by industry for its mechanics. The individual develops skills in the repair and maintenance of industrial equipment, basic welding and cutting, refrigeration and air conditioning, direct and alternating current, machines and their controls and related courses.



INDUSTRIAL MECHANICS

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
MAT	1101-A	Math Fundamentals	1	2	0	2
MEC	1101-A	Machine Shop I	2	0	6	4
ELC	1101	Direct Current	3	4	0	5
			6	6	6	11
SECOND QUARTER (Winter Quarter)						
MEC	1101-B	Machine Shop I	1	0	6	3
MAT	1101-B	Math Fundamentals	1	2	0	2
ELC	1102	Alternating Current	2	4	0	4
			4	6	6	9
THIRD QUARTER (Spring Quarter)						
DFT	1105	Mechanical Drafting	1	2	0	2
ISC	1100	Industrial Science	3	2	0	4
MEC	1102-A	Machine Shop II	2	0	6	4
ENG	110	Applied Communications	4	0	0	4
			10	4	6	14
FOURTH QUARTER (Summer Quarter)						
HYD	1139	Basic Hydraulics & Pneumatics	3	0	3	4
MEC	1102-B	Machine Shop II	1	0	6	3
MAT	1103	Applied Geometry	3	0	0	3
			7	0	9	10
FIFTH QUARTER (Fall Quarter)						
MEC	1117	Machine Repair	2	0	6	4
BPR	1107	Blueprint Reading: Mech.	1	2	0	2
			3	2	6	6
SIXTH QUARTER (Winter Quarter)						
WLD	1100	Basic Gas and Arc Welding	0	0	6	2
PSY	1101	Human Relations	2	0	0	2
MAT	1104	Applied Trigonometry	3	0	0	3
			5	0	6	7
SEVENTH QUARTER (Spring Quarter)						
ELC	1100	Electrical Machinery Maint.	3	4	0	5
		*Major Elective	2	0	0	4
			5	4	0	9
EIGHTH QUARTER (Summer Quarter)						
ELC	1113-A	Industrial Machines & Cont.	3	0	6	5
		Total Quarter Hours in Courses				71

*A minimum of 2 class hours must be taken from the approved elective list.

Major electives will be selected from the following courses:

MEC	1115	Treatment of Ferrous and Non-Ferrous Metals
MEC	1103	A and/or B Machine Shop 3 (4 credit hours each)
MEC	1149	Production Machine Control Systems
MEC	1150	CNC Programming for Production and Maintenance
ISC	1145	Quality Engineering
MNT	1134	Electrical and Mechanical Maint.

INDUSTRIAL MECHANICS NIGHT CURRICULUM SCHEDULE

The following schedule allows those students who wish to receive a certificate to do so in six quarters.

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
MAT	1101-A	Math Fundamentals	1	2	0	2
MEC	1101-A	Machine Shop I	2	0	6	4
			3	2	6	6
SECOND QUARTER (Winter Quarter)						
ELC	1100	Electrical Machinery Maintenance	3	4	0	5
MEC	1101-B	Machine Shop I	1	0	6	3
MAT	1101-B	Math Fundamentals	1	2	0	2
			5	6	6	10
THIRD QUARTER (Spring Quarter)						
DFT	1105	Mechanical Drafting	1	2	0	2
ISC	1100	Industrial Science	3	2	0	4
MEC	1102-A	Machine Shop II	2	0	6	4
			6	4	6	10
FOURTH QUARTER (Summer Quarter)						
HYD	1139	Basic Hydraulics & Pneumatics	3	0	3	4
MEC	1102-B	Machine Shop II	1	0	6	3
			4	0	9	7
FIFTH QUARTER (Fall Quarter)						
MEC	1117	Machine Repair	2	0	6	4
ELC	1101	Direct Current	3	4	0	5
			5	4	6	9
SIXTH QUARTER (Winter Quarter)						
WLD	1100	Basic Gas and Arc Welding	0	0	6	2
ELC	1102	Alternating Current	2	4	0	4
			2	4	6	6
SEVENTH QUARTER (Spring Quarter)						
ENG	110	Applied Communications	4	0	0	4

EIGHTH QUARTER (Summer Quarter)

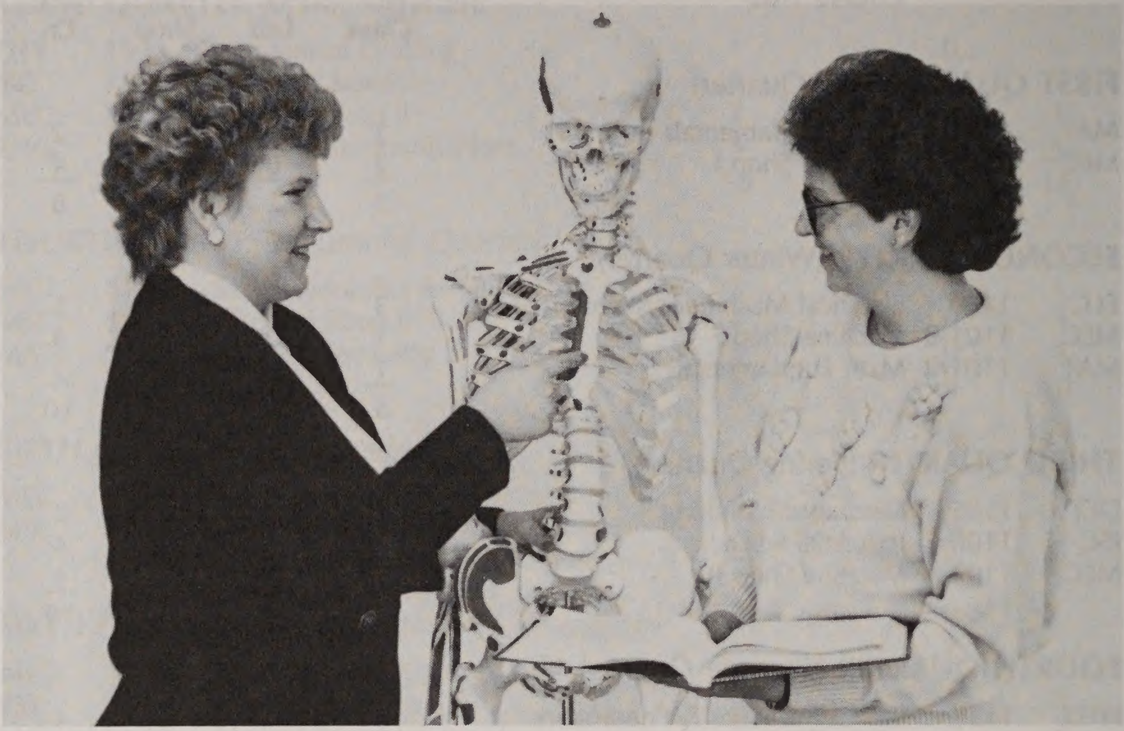
MAT	1103	Applied Geometry	3	0	0	3
EIC	1113A	Industrial Machines & Controls	3	0	6	5
			6	0	6	8

NINTH QUARTER (Fall Quarter)

BPR	1107	Blueprint Reading: Mech.	1	2	0	2
		Major Elective	2	0	0	4
			3	2	0	6

TENTH QUARTER (Winter Quarter)

MAT	1104	Applied Trigonometry	3	0	0	3
PSY	1101	Human Relations	2	0	0	2
			5	0	0	5
		Total Quarter Hours in Courses				71



MEDICAL OFFICE TECHNOLOGY (T-032)

Associate in Applied Science Degree Program

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the offices of physicians, hospitals, and other medical care providers.

MEDICAL OFFICE TECHNOLOGY

Suggested Course Offerings by Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
OSC	101	Typewriting I	1	2	0	2
BUS	100	Intro. to Business	3	0	0	3
OSC	223	Records Management	2	2	0	3
CAS	100	Intro. to Computers	2	2	0	3
		Elective	3	0	0	3
			11	6	0	14
SECOND QUARTER (Winter Quarter)						
MAT	121	Math for Today's Consumer	4	0	0	4
OSC	102	Typewriting II	2	2	0	3
PSY	110	Human Growth & Development	3	0	0	3
ENG	151	Composition I	3	0	0	3
		Elective	3	0	0	3
			15	2	0	16

THIRD QUARTER (Spring Quarter)

ACC	149	General Accounting	3	2	0	4
OSC	103	Typewriting III	2	2	0	3
OSC	115	Word Processing I	2	2	0	3
		Humanities Elective	3	0	0	3
ENG	152	Composition II	3	0	0	3
ECO	201	Economics	3	0	0	3
			16	6	0	19

FOURTH QUARTER (Summer Quarter)

OSC	104	Production Typewriting	2	2	0	3
ACC	142	Payroll Procedures	3	0	0	3
OSC	112	Machine Transcription	2	2	0	3
ENG	204	Speech	3	0	0	3
BUS	131	Personal Finance	3	0	0	3
			13	4	0	15

FIFTH QUARTER (Fall Quarter)

BUS	271	Business Communications I	3	0	0	3
OSC	225	Medical Terminology I	3	0	0	3
OSC	240	Medical Law and Ethics	3	0	0	3
OSC	116	Word Processing II	2	2	0	3
CAS	111	Micro-Data Management	2	2	0	3
		Major Elective	3	0	0	3
			16	4	0	18

SIXTH QUARTER (Winter Quarter)

BUS	272	Business Communications II	3	0	0	3
BIO	270	Fundamentals of Anatomy	3	2	0	4
OSC	226	Medical Terminology II	3	0	0	3
OSC	236	Medical Insurance I	3	0	0	3
OSC	221	Office Procedures	3	2	0	4
			15	4	0	17

SEVENTH QUARTER (Spring Quarter)

CAS	107	Spreadsheet Processing	2	2	0	3
PSY	210	Applied Psychology	3	0	0	3
BUS	130	Personal Development	3	0	0	3
OSC	235	Medical Transcription	2	2	0	3
OSC	237	Medical Insurance II	3	0	0	3
OSC	231	Medical Office Procedures	2	2	0	3
			15	6	0	18

MAJOR ELECTIVES: OSC 105; OSC 106; OSC 107; BUS 262; BUS 263; MKT 240; MKT 241; MKT 242; BUS 132; BUS 234; BUS 240; ECO 251; ECO 252; ECO 253; BUS 221; CAS 120; OSC 234; MKT 245.

Co-op work experience may be selected for any FREE elective hours.

NURSING ASSISTANT (V-072)

The Nursing Assistant Program (V-072) consists of three courses each of which prepares students to provide specific types of health care. The Nursing Assistant I course prepares completers to provide personal care and perform basic nursing skills for the elderly and other adults. Upon successful completion of the course and the skills/competency evaluation, the student is eligible to apply for listing as a Nurse Aid I by the N.C. Board of Nursing. Nursing Assistant I is a prerequisite for Nursing Assistant II.

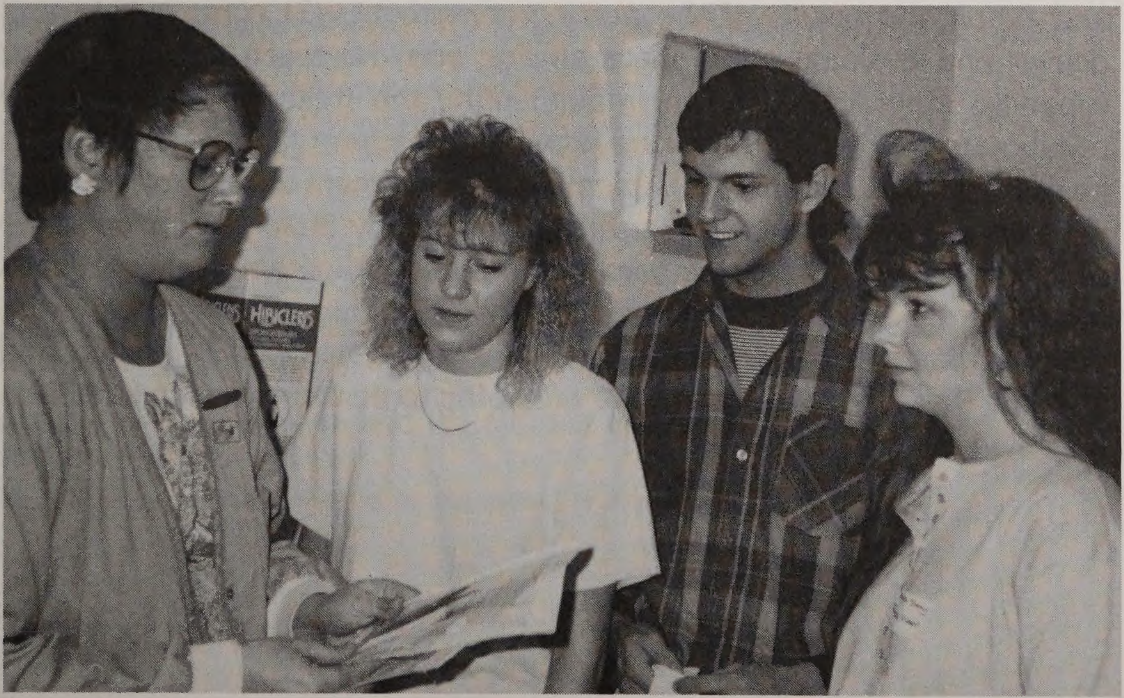
The Nursing Assistant II course prepares completers to perform more complex skills for patients or residents regardless of the setting. Upon satisfactory completion of the course and skill/competency evaluation, the student is eligible to apply for listing as a Nurse Aid II by the N.C. Board of Nursing.

The Home Care course prepares completers to provide basic health and personal care for infants, children, adolescents, and adults including the elderly in the home. The home care giver must work under the supervision of a licensed nurse.

Suggested Course Offerings for eligibility as Nurse Aid in accordance with the N.C. Board of Nursing

The curriculum will be as follows:

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
NUR	3023	Nursing Assistant I	2	2	6	5
NUR	3024	Nursing Assistant II	3	4	9	8
NUR	3025	Home Care	2	2	-	3



NURSING EDUCATION OPTIONS — LEVEL I (T-116)

Diploma Program

The Nursing Education Options: Associate Degree with Practical Nursing is a unique nursing curriculum designed to prepare graduates to practice as a practical nurse (LPN) or a registered nurse (RN). Students who choose to exit after the first four (4) quarters* have received fundamental preparation in nursing enabling them to be eligible to take the licensing examination (NCLEX-PN) required to practice as a Licensed Practical Nurse. Graduates of the second year have developed the knowledge and skills which will enable them to be eligible to take the licensing examination (NCLEX-RN) required to practice as a Registered Nurse. Licensed Practical Nurses who meet specific criteria may also enter this program with advanced credits toward the Associate of Applied Science Degree.

The first-year graduate possesses a sound basic knowledge of nursing theory and proficiency in fundamental nursing skills. The graduate may provide care and treatment to selected patients under the supervision of a registered nurse or physician. The practical nurse graduate is prepared specifically to: (1) participate in assessing the patient's physical and mental health; (2) record and report the results of the nursing assessment; (3) participate in implementing the health care plan; (4) reinforce the teaching and counseling of a registered nurse, physician, or dentist; and (5) record and report the nursing care rendered and the patient's response to that care.

The graduate of the second year is prepared to carry out nursing measures as well as medically delegated procedures utilizing the principles and theories of nursing and the sciences. The associate degree graduate is prepared to: (1) assess the patient's physical and mental health; (2) record and report the results of the nursing assessment; (3) plan, initiate and deliver and evaluate appropriate nursing acts; (4) teach, delegate to or supervise other personnel in implementing the treatment regimen; (5) collaborate with other health care providers in determining the appropriate health care for a patient; (6) implement the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) provide teaching and counseling about the patient's health care; (8) report and record the plan for care, nursing care given, and the patient's response to that care; and (9) supervise, teach and evaluate those who perform or are preparing to perform nursing functions.

*MCC offers the first four quarters only.

NURSING EDUCATION OPTIONS – LEVEL I

Suggested Day Course Offerings By Quarters for the Diploma Candidate

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
*BIO	260	Anatomy and Physiology I	3	2	0	4
*ENG	151	Composition I	3	0	0	3
NUR	103	Fundamentals of Nursing	6	6	3	10
NUR	104	Nutrition	3	0	0	3
*PSY	101	Introduction to Psychology	3	0	0	3
			18	8	3	23
SECOND QUARTER (Winter Quarter)						
*BIO	261	Anatomy and Physiology II	3	2	0	4
NUR	105	Drug Administration	2	2	0	3
NUR	106	Medical-Surgical Nursing I	8	0	0	8
NUR	116	Medical-Surgical Nursing I Clinical Practice I	0	0	15	5
*PSY	110	Human Growth and Development	3	0	0	3
			16	4	15	23
THIRD QUARTER (Spring Quarter)						
NUR	107	Medical-Surgical Nursing II	8	0	0	8
*NUR	108	Gerontologic Nursing	3	0	0	3
*NUR	109	Concepts of Mental Health	3	0	0	3
NUR	117	Medical-Surgical Nursing II Clinical Practice II	0	0	15	5
			14	0	15	19
FOURTH QUARTER (Summer Quarter)						
NUR	110	Nursing Seminar	3	0	0	3
NUR	111	Child Health Nursing	4	0	0	4
NUR	112	Maternal-Newborn Health Nursing	4	0	0	4
NUR	121	Child Health Nursing Clinical Practice	0	0	6	2
NUR	122	Maternal-Newborn Health Nursing Clinical Practice	0	0	6	2
			11	0	12	15
		TOTAL HOURS	59	12	45	80

*The nursing curriculum may be taken in two years. All, or a portion of, the non-clinical courses may be taken during the year prior to acceptance into the nursing program. After meeting the nursing program placement test score requirements, the following courses may be taken during the first year: ENG 151, BIO 260, BIO 261, NUR 104, NUR 108, NUR 109, PSY 101, PSY 110.

All clinical nursing courses must be completed in sequence.

RESIDENTIAL CONSTRUCTION (V-137)

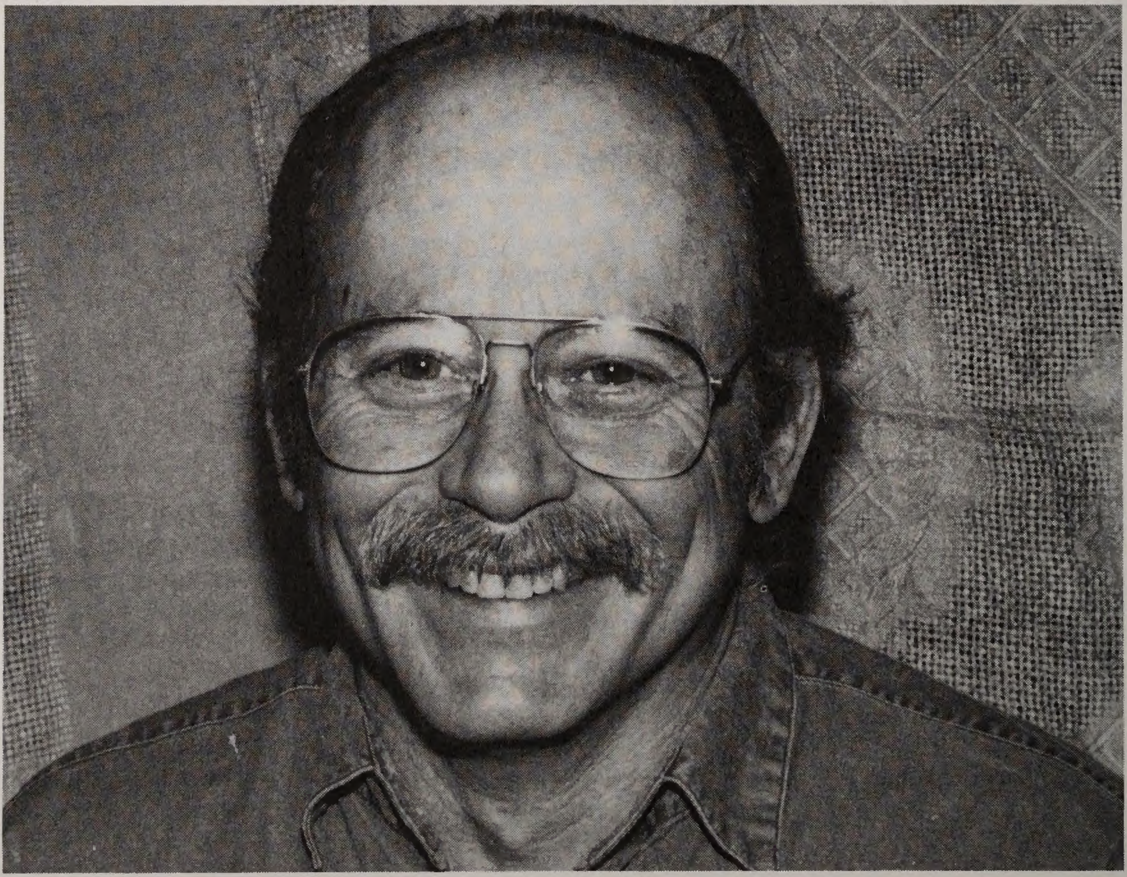
Diploma Program

This curriculum provides opportunity for training and skills development in residential construction. Skills and concepts are taught relevant to site selection, purchasing procedures, blueprint reading, site preparation, codes and licensure requirements, structure design, construction practices, energy conservation and project layout.

Instruction is provided in concrete mixing and pouring techniques; footing and foundation layout; brick, block, stone masonry, and trowel trades; coordination of plumbing, electrical and mechanical trades; roofing, exterior and interior finishing; cabinetry, millwork, and solar installation. Related math, sciences, communications, and psychology are also taught in the program.

The student develops manipulative skills in practical shop and construction site settings; principles, theories, sciences and business practices related to residential home building trades are taught in lab and classroom. Proper use, care and maintenance of power and hand tools and instruments are taught.

Employment opportunities are with residential building contractors, private enterprises, home maintenance establishments, public and municipal building and maintenance programs, cabinet and woodworking shops.



RESIDENTIAL CONSTRUCTION

Suggested Course Offerings By Quarters for the Certificate Candidate

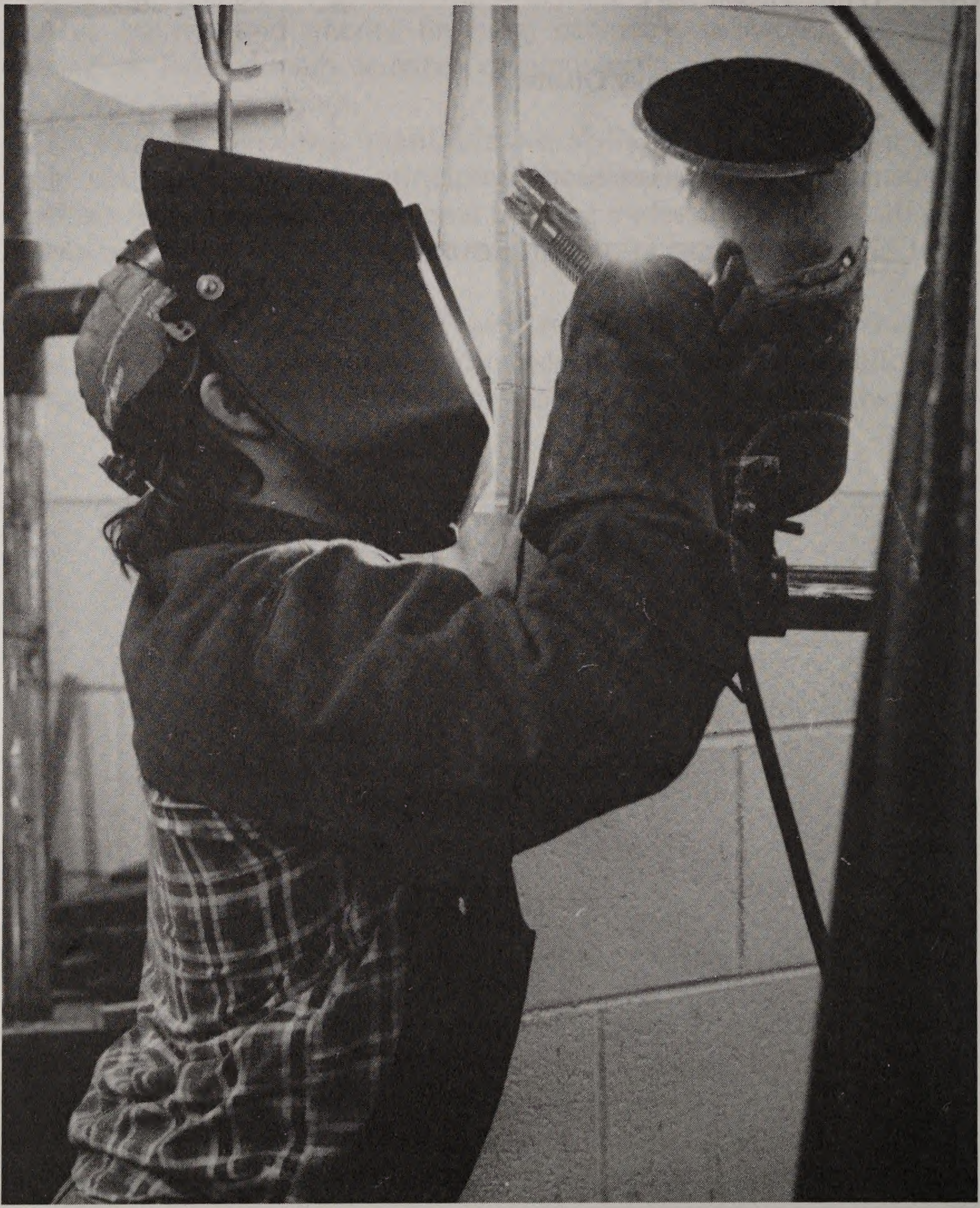
		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Spring Quarter)						
BPR	1101	Blueprint Reading I	2	6	0	5
CST	1161	Construction Materials	3	2	0	4
CST	1110	Construction I	6	0	9	9
			11	8	9	18
SECOND QUARTER (Summer Quarter)						
CAR	1114	Building Codes	3	0	0	3
CST	1115	Construction VI	3	0	18	9
CST	1173	Home Maintenance	3	0	3	4
			9	0	21	16
		PROPOSED CERTIFICATE HOURS:				34

WELDING (V-050)

Diploma Program

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.



WELDING

Course Offerings for the Diploma Candidate

MAJOR COURSES:

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
WLD	1101	Basic Shielded Metal Arc Welding	2	0	12	6
*WLD	1101-A	Basic Shielded Metal Arc Welding A	1	0	6	3
*WLD	1101-B	Basic Shielded Metal Arc Welding B	1	0	6	3
WLD	1102	Advanced Shielded Metal Arc Welding 1	2	0	12	6
*WLD	1102-A	Advanced Shielded Metal Arc Welding 1-A	1	0	6	3
*WLD	1102-B	Advanced Shielded Metal Arc Welding 1-B	1	0	6	3
WLD	1103	Advanced Shielded Metal Arc Welding 2	2	0	12	6
*WLD	1103-A	Advanced Shielded Metal Arc Welding 2-A	1	0	6	3
*WLD	1103-B	Advanced Shielded Metal Arc Welding 2-B	1	0	6	3
WLD	1104	Basic Gas Tungsten Arc Welding	1	0	6	3
WLD	1105	Shielded Metal Arc Welding, Pipe-1	2	0	12	6
*WLD	1105-A	Shielded Metal Arc Welding, Pipe-1-A	1	0	6	3
*WLD	1105-B	Shielded Metal Arc Welding, Pipe-1-B	1	0	6	3
WLD	1106	Shielded Metal Arc Welding, Pipe-2	2	0	12	6
*WLD	1106-A	Shielded Metal Arc Welding, Pipe-2-A	1	0	6	3
*WLD	1106-B	Shielded Metal Arc Welding, Pipe-2-B	1	0	6	3
WLD	1107	Gas Tungsten Arc Welding, Pipe	1	0	6	3
WLD	1108	Basic Gas Metal Arc Welding	1	0	6	3
WLD	1109	Advanced Gas Metal Arc Welding	1	0	6	3
			14	0	84	42

RELATED COURSES

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
BPR	1130	Blueprint Reading for Welders	0	2	0	1
BUS	1103	Small Business Operations	3	0	0	3
MAT	110	Applied Mathematics	3	0	0	3
MAT	1103	Geometry	3	0	0	3
PHY	1100	Industrial Science	3	2	0	4
			12	4	0	14

WELDING CERTIFICATE PROGRAMS

(PIPE WELDING CERTIFICATE)

This sequence of courses provides training for all position pipe welding using the shielded metal arc and gas tungsten arc processes on carbon and stainless steels. (AWS 3/8" plate) bend test skills are required to enter the program.

COURSE AND HOUR REQUIREMENTS
MAJOR COURSES:

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
WLD	1105	Shielded Metal Welding, Pipe-1	2	0	12	6
*WLD	1105-A	Shielded Metal Welding, Pipe-1-A	1	0	6	3
*WLD	1105-B	Shielded Metal Welding, Pipe-1-B	1	0	6	3
WLD	1106	Shielded Metal Arc Welding, Pipe-2	2	0	12	6
*WLD	1106-A	Shielded Metal Welding, Pipe-2-A	1	0	6	3
*WLD	1106-B	Shielded Metal Welding, Pipe-2-B	1	0	6	3
WLD	1104	Basic Gas Tungsten Arc Welding	1	0	6	3
WLD	1107	Gas Tungsten Arc Welding, Pipe	1	0	6	3
			6	0	36	18

(MAINTENANCE WELDING CERTIFICATE)

This sequence of courses provides training for skilled maintenance, tool & die, and millwright trades.

COURSE AND HOUR REQUIREMENTS
MAJOR COURSES:

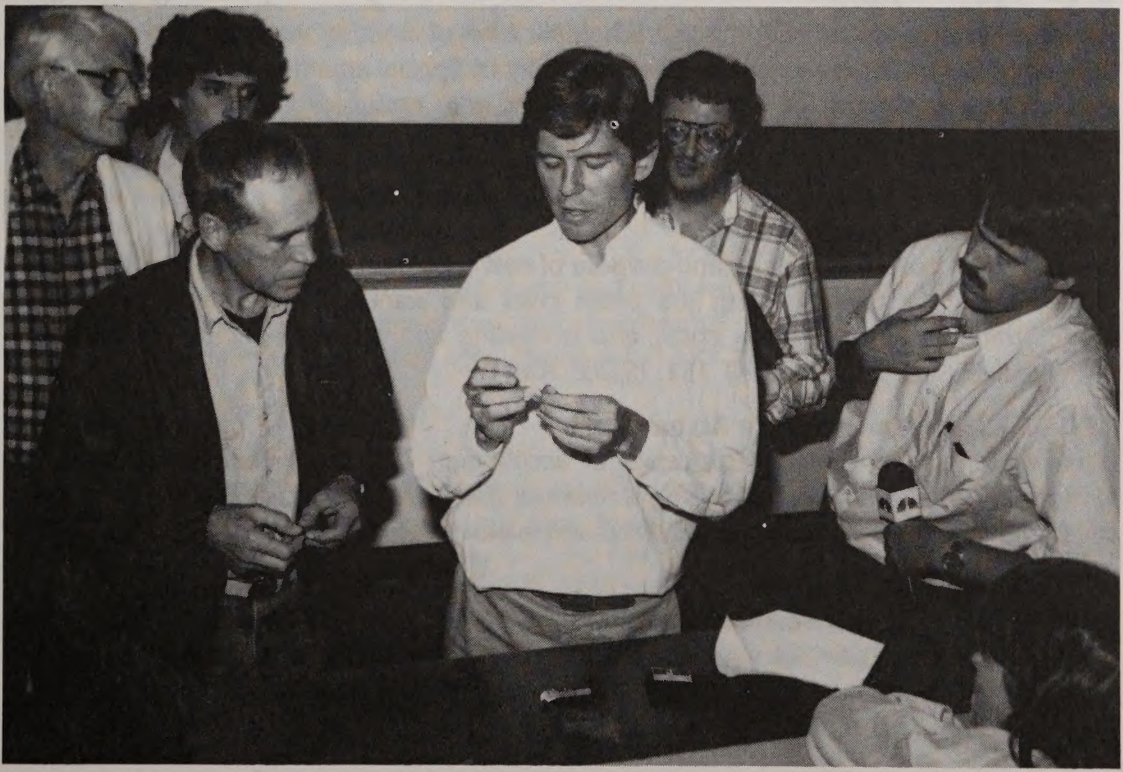
		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
WLD	1101	Basic Shielded Metal Arc Welding	2	0	12	6
*WLD	1101-A	Basic Shielded Metal Arc Welding A	1	0	6	3
*WLD	1101-B	Basic Shielded Metal Arc Welding B	1	0	6	3
WLD	1102	Advanced Shielded Metal Arc Welding 1	2	0	12	6
*WLD	1102-A	Advanced Shielded Metal Arc Welding 1-A	1	0	6	3
*WLD	1102-B	Advanced Shielded Metal Arc Welding 1-B	1	0	6	3
WLD	1103	Advanced Shielded Metal Arc Welding 2	2	0	12	6
*WLD	1103-A	Advanced Shielded Metal Arc Welding 2-A	1	0	6	3
*WLD	1103-B	Advanced Shielded Metal Arc Welding 2-B	1	0	6	3
WLD	1104	Basic Gas Tungsten Arc Welding	1	0	6	3
WLD	1107	Gas Tungsten Arc Welding, Pipe	1	0	6	3
WLD	1108	Basic Gas Metal Arc Welding	1	0	6	3
WLD	1109	Advanced Gas Metal Arc Welding	1	0	6	3
			10	0	60	30

*These courses are offered evenings only.

COURSE DESCRIPTIONS

The courses listed on the following pages represent the current curriculum offerings in the General Education, Technical and Vocational programs at Mayland Community College.

1. The courses are listed in alphabetical order by the 3-letter prefix representing the course, (example—AUT for Auto Body Repair or EDU for Early Childhood).
2. The courses are numbered as follows:
   A. Three digit numbers are used for general education and technical courses.
   B. Four digit numbers are used for vocational courses.
3. Any course number less than 100 will not give credit hours for graduation.
4. The course title follows the prefix and number.
5. The number of contact and credit hours of the course follows the title and is in a four-number format.
   A. The first number represents the number of lecture hours per week.
   B. The second number represents the number of lab hours per week.
   C. The third number represents the number of shop, clinical or work experience hours per week.
   D. The fourth number represents the number of credit hours assigned to the course.
6. Prerequisites, if applicable, are listed at the end of the course description. Also following the course description are the quarters in which the course will be offered. (F - Fall, W - Winter, Sp. - Spring, S - Summer, D - Day, E - Evening)



ACC 142 **Payroll Procedures** **3 0 0 3**
A study of the various federal and state laws affecting payroll procedures. Social Security, the Fair Labor Standards Act, federal unemployment insurance, and federal and state withholding tax laws are examined. Prerequisite: ACC 151. (S,D,E)

ACC 145 **Computerized Accounting** **3 2 0 4**
An opportunity for the student to integrate accounting knowledge and computer programming techniques. Classroom activities simulate a business activity which utilizes electronic bookkeeping. Prerequisites: ACC 153 or permission of the instructor. (S,D,E)

ACC 146 **Managerial Accounting Application** **3 0 0 3**
An examination of the role of accounting in providing information to management for planning, controlling and decision making. Prerequisite: RED 100. (Upon request)

ACC 149 **General Accounting** **3 2 0 4**
A survey course dealing with the practical aspects of accounting and linking accounting to basic business operations. Prerequisite: MAT 90 and RED 100. (Sp,D)

ACC 151 **Principles of Accounting I** **3 2 0 4**
An introductory study of the accounting cycle. This course includes coverage of the accounting equation and accounting procedures. Accounting for cash, payroll, purchase and sale of merchandise, end-of-period adjustments and closing procedures are discussed. Cash basis for a personal service enterprise and accrual basis accounting for a retail business are covered. Prerequisite: MAT 90. Corequisite: RED 100. (F,D,E)

ACC 152 **Principles of Accounting II** **3 2 0 4**
A continuation of ACC 151 with emphasis on the accrual basis of accounting for a wholesale-retail business. Subjects include procedures for internal control, notes and interest, owner's equity, year-end adjustments, the annual report and interim statements. Prerequisite: ACC 151. (W,D,E)

ACC 153 **Principles of Accounting III** **3 2 0 4**
A continuation of ACC 152 with emphasis on the corporate organization with accounting procedures for capital stock and corporate bonds, branch office operations, accounting for a manufacturing operation, analysis of financial statements and an introduction to cost accounting. Prerequisite: ACC 152. (Sp,D,E)

ACC 249 **Auditing** **3 2 0 4**
An in-depth study of auditing through the application of auditing standards and procedures with emphasis on the legal responsibilities of auditors. Special attention is given to the nature and economic purpose of audits, auditing standards, professional ethics, auditor's legal liability, the study and evaluation of internal control, and the nature of audit evidence. Prerequisite: ACC 153 and MAT 151. (S,D,E, Alt.)

ACC 250 **Cost Accounting** **3 2 0 4**
A study which covers the nature and purpose of cost accounting; accounting for direct labor, materials and factory overhead; job order costs and standard cost procedures; selling, administration and distribution costs; and budgeting and management use of cost data. Prerequisite: ACC 153 and MAT 151. (S,D,E, Alt.)

ACC 255 **Intermediate Accounting I** **3 2 0 4**
A review of the fundamental processes of accounting. This course emphasizes thorough working knowledge and understanding of financial statements. Individual items in the balance sheet and income statements are analyzed and evaluated. Prerequisites: ACC 153 and MAT 151. (F,D,E, Alt.)

ACC 256 **Intermediate Accounting II** **3 2 0 4**
A continuation of ACC 255 with emphasis on analysis of financial reports and on special problems of corporation accounts including bonds, long-term notes, leases and pensions. Prerequisite: ACC 255. (W,D,E, Alt.)

ACC 257 Intermediate Accounting III 3 2 0 4

A continuation of ACC 256 covering special problems in income determination and reporting. Prerequisite: ACC 256. (Sp,D,E, Alt.)

ACC 260 Income Tax I 3 2 0 4

A study of federal and state taxes as they apply to personal income. Prerequisite: MAT 92; ACC 151 or permission of the instructor. (W,D)(W,E, Alt.)

ACC 261 Income Tax II 3 2 0 4

A study of federal and state taxes as they apply to small businesses. Prerequisite: ACC 260. (Sp,D)(Sp,E, Alt.)

ART 101 Art Appreciation 3 0 0 3

An introduction to visual forms, including sculpture, painting, architecture and crafts. The materials, methods and functions of visual arts will be examined. Corequisite: RED 100. (F,D)

ART 124 Advanced Independent Art Studies 3 0 0 3

An opportunity for the advanced art student to pursue special areas of interest. The student spends sixteen hours in discussion and critique of paintings and relevant art from the old masters. The remaining seventeen hours are spent on individual, instructor-directed assignments, which are evaluated at the end of the course. Student-instructor interaction determines the nature of individual assignments and the degree of difficulty to be met. Prerequisite: RED 100, Permission of the instructor. (F,W,Sp,S,E)

ART 151 Fine Arts 5 0 0 5

A study of painting, sculpture, music, and architecture in the context of historical influences: social, political, and aesthetic. Prerequisite: RED 100. (W,Sp,D) (S,E)

ART 160 Drawing I 3 0 0 3

A study of art elements—line, form, value, space and texture—and various drawing media and techniques. Attempts are made to find and release the individual creative impulse and artistic personality of each student. Prerequisite: None. (Upon request)

ART 161 Drawing II 3 0 0 3

Incorporation of concepts of art elements and principles in a study of problems in two-and three-dimensional images. Extensive use is made of all drawing media in experimental images. Drawings are made from the figure, from still life, from landscapes and from the imagination. Prerequisite: ART 160 or permission of the instructor. (Upon request)

ART 162 Drawing III 3 0 0 3

Emphasis on skills refinement in order to foster exploration of drawing as a complete art form and to encourage emotional connection with the image drawn. A survey of the history of drawing is included. Prerequisite: ART 161 or permission of the instructor. (Upon request)

ART 170 Painting I 3 0 0 3

An opportunity to learn line, form, value, shape and color and to learn the technical handling of painting materials through conventional and experimental practicum. Frequent references are made to the master works of all ages. Prerequisite: ART 160 or permission of instructor. (Upon request)

ART 171 Painting II 3 0 0 3

An in-depth exploration of painting techniques with emphasis on spatial dimensions as a coordinate of line, shape, color, form and value. Prerequisite: ART 170 or permission of the instructor. (Upon request)

ART 172 Painting III 3 0 0 3

A chance for individual experimentation and expression in a self-motivated program. The student proposes and solves various relevant painting problems under the direction of the instructor. (Upon request)

AST 151 Descriptive Astronomy 4 2 0 5
A study of the solar system and phenomena outside the solar system. Topics include the sun, moon, planets, meteors, comets, star systems, galaxies, quasars and black holes. Prerequisite: RED 100. (W,E)

AUT 1101 Auto Body Repair I 5 0 15 10
A presentation of introductory knowledge and basic skills used in repairing and restoring the automobile body. The student learns to make minor repairs by straightening, using body fillers and spot painting with lacquers; removing and replacing moldings and trim; adjusting door, deck and hood fittings; and replacing and adjusting glass and trim. (F,W,E)(F,D)

AUT 1102 Auto Body Repair II 5 0 12 9
A continuation of AUT 1101 with emphasis on the repair or replacement of panels or parts of panels, replacement of rear clips, and the removal and replacement of roof panels. Job cost analysis is also stressed. The student learns to assess automobile damage and make accurate cost estimates by identifying parts to be replaced or repaired; projecting all labor, parts and materials requirements; and computing the total cost. (W,D)(Sp,S,E)

AUT 1103 Auto Body Repair III 5 0 12 9
Concentration on auto-body painting. The student learns to prepare the automobile by repairing body damage; sanding, masking, priming, and sealing; and painting the entire body or spot painting and blending to match. (Sp,D)(F,W,E)

AUT 1104 Auto Body Repair IV 5 0 15 10
A study of frame repair. The student learns to replace or straighten the frame and body components and make the necessary alignments of body components, frame and suspension systems. Student use of body straightening equipment is included. (S,D)(Sp,S,E)

AUT 1110 Automobile Shop Science 3 2 0 4
A study of the principles of Applied Mechanics as these relate to the automobile including measurement, measuring devices, force and motion, work and energy, simple machines and properties of matter and instrumentation. (W,D)(S,E, Alt.)

AUT 1111 Auto Body Certification Procedures 3 2 0 4
A study of the procedures and requirements for various certification tests, rapidly becoming required to practice in today's auto body repair industry. Studies include materials, components and applications for testing. (Sp,D)(W,E)

AUT 1161 Automotive Electrical Systems 3 0 3 4
An emphasis on replacement, repair and installation of automotive electrical components and wiring. The student learns to read and follow wiring diagrams, test electrical circuits and components, determine damage or malfunction causes and make decisions on the best methods of restoring to proper operation. (Sp,D)(Sp,E, Alt.)

AUT 1171 Automotive Detailing 2 0 3 3
A study of the methods and procedures used in automotive detail shops. The student also studies about the use of different products used and their safety. Special emphasis is placed on paints and their care. (S:D, S:E, alt.)

BIO 151 Biology and the Environment 5 0 0 5
A survey of global issues and concerns, with emphasis on Appalachia, from a scientific perspective. Such topics as population growth, energy alternatives, natural resources, wastes and health and responsible decisionmaking will be addressed. Prerequisites: RED 100. (Sp,S:D)

BIO 215 Science Field Study 3 2 0 4
A study of local natural history with emphasis on biology, geology, astronomy, local flora and and fauna ecology. Specifically appropriate for those who teach children up to age eight, the course includes lectures, hands-on demonstrations and activities, outdoor labs and field trips. Prerequisite: RED 100. (F:D)

BIO 220 Microbiology for the Health Sciences 2 2 0 3

An introduction to the vast field of microbiology. The course is developed on a level of practical understanding geared to the everyday work needs of a health science technician. The course covers the pathogenic and nonpathogenic microbes, their physiology and ecology and the principles of sterilization and antibiotics. A lab is integrated with lecture. Prerequisite: Permission of the instructor. (F,D)

BIO 235 Epidemiology 3 0 0 3

A study of organs and their diseases. The course, designed for the medical health technician, includes clinical and practical applications, along with medical terminology directed toward increasing the student's knowledge and competence in the field of epidemiology. Prerequisite: Permission of the instructor. (Upon request)

BIO 240 Selected Topics in Biology 2 0 0 2

An intensive study of a scientific issue, phenomena or experimental problem based on special interests. Topic will be indicated on individual registration forms and/or quarter schedules. Prerequisite: A general biology course or permission of the instructor. (Upon request)

BIO 251 General Biology I 3 2 0 4

An introduction to cellular biology. Topics include biochemistry, cell morphology and physiology, molecular reproduction, genetics, and respiration. Prerequisite: RED 100. (F:D,E)

BIO 252 General Biology II 3 2 0 4

An introduction to zoology. Topics include a survey of the animal kingdom including taxonomy, morphology, physiology and anatomical relationships with emphasis on the human body. Prerequisite: BIO 251 or permission of instructor. (W:D,E)

BIO 253 General Biology III 3 2 0 4

An introduction to botany and ecology. Topics include a survey of the plant kingdom with emphasis on taxonomy, physiology and anatomical relationships, and photosynthesis. Also included is a study of interrelationships of organisms and the environment and man's impact on the biosphere. Prerequisite: BIO 251 or permission of instructor. (Sp:D,E)

BIO 260 Anatomy and Physiology I 3 2 0 4

Serves as an introductory course in normal structure and function of the human body. Designed to provide knowledge and understanding of the integumentary, musculoskeletal nervous, and endocrine systems as well as the basic cellular physiology of tissues. Interrelationships between these organ systems and their tissues are emphasized. Basic principles of chemistry are introduced and integrated throughout the course. The course is an essential element in the development of a theoretical understanding of the health-illness continuum. Prerequisites: Satisfactory scores on MCC placement tests. Corequisites: NUR 103, 104. May be taken prior to enrolling as full-time nursing student, with permission of instructor. (F,Sp,D)

BIO 261 Anatomy and Physiology II 3 2 0 4

A continuation of BIO 260. Topics include the cardiovascular, respiratory, lymphatic, digestive, urinary, sensory, and reproductive systems. Prerequisite: BIO 260. Corequisites: NUR 105,106, 116. May be taken prior to enrolling as full-time nursing student, with permission of instructor. (W,S,D)

BIO 265 Advanced Anatomy and Physiology 4 2 0 5

A course designed for the health science technician. BIO 265 is developed to increase the student's knowledge of the body's 12 systems, the interrelationships between the systems and the developmental levels of the human body. The course includes terminology and the clinical and practical applications of anatomy and physiology. A lab is integrated with the lecture. Prerequisite: BIO 260, BIO 261. (F,E)

BIO 270 Fundamentals of Anatomy I 3 2 0 4

An introductory course in the normal structure and function of the human body for non-nursing students. Topics will include the skeletal, muscular, circulatory, respiratory, urinary, integumentary, digestive, endocrine, and reproductive systems. Prerequisite: RED 100. (W:D)

BOT 251 Local Flora: Spring 2 2 0 3

A field of study of the vascular plants of the area readily observable April through June, with emphasis on wildflowers and the ferns, their identification, ecology and natural history. Prerequisite: None. (Sp,D)

BOT 252 Local Flora: Summer 2 2 0 3

A field study of the vascular plants of the area readily observable mid-June through mid-August, with emphasis on wildflowers and the ferns, their identification, ecology and natural history. Prerequisite: None. (S,D)

BOT 254 Local Flora: Fall 2 2 0 3

A field study of the vascular plants of the area readily observable September through late November, with emphasis on the trees and shrubs, their identification, ecology and natural history. Prerequisite: None. (F,D)

BPR 1101 Blueprint Reading 2 6 0 5

A study which combines blueprint reading and quantitative estimating to familiarize the student with drawing techniques, methods of quantity-take-off and use of the scale in sketching. (Sp,D)

BPR 1107 Blueprint Reading: Mechanical 1 2 0 2

Further practice of interpretation of blueprints as they are used in industry: study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. (F,E)(Sp,D)

BPR 1120 Blueprint Reading I 2 0 3 3

An introduction to the principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches is required. (Sp,E)

BPR 1121 Blueprint Reading II 2 0 3 3

An interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. The student is required to produce schematics, diagrams and plans for electrical installations using appropriate symbols and notes according to the applicable codes. (F,E)

BPR 1130 Blueprint Reading 0 2 0 1

A thorough study of the trade drawings in which welding procedures are indicated. The interpretation, use and application of welding symbols, abbreviations and specifications are stressed. (W,D)(Sp,E)

BUS 100 Introduction to Business 3 0 0 3

An introduction to the world of modern business with emphasis on American business foundations, starting a business, managing organizations, marketing for today's consumer, financing business ventures, decision making aids for business and career opportunities. Corequisite: RED 92. (F,D,E)

BUS 130 Personal Development 3 0 0 3

A focus on the development of a pleasing personality appropriate to job success. Emphasis is also placed upon personal hygiene and health, good grooming, suitable makeup and appropriate dress for the office. Corequisite: RED 100. (Sp,D)

BUS 131 Personal Finance 3 0 0 3

An introduction to ways and means of managing private income. Topics include budgeting, savings, insurance, stocks and bonds, and real estate. Prerequisite: RED 100. (S,D)

BUS 132 Principles of Supervision 3 0 0 3

An introduction to the basic responsibilities and duties of the supervisor and his/her relationship to superiors, subordinates and associates. Methods of supervision are also covered. Prerequisite: RED 100. (Sp,D)(F,E, Alt.)

BUS 181 Business Law I 3 0 0 3

A survey of legal principles and fundamentals as they relate to the business world. The constitution, contracts, and various agencies are discussed.Prerequisite: RED 100. (W,D) (W,E, Alt.)

BUS 182 Business Law II 3 0 0 3

A continuation of BUS 181 with emphasis on laws pertaining to partnership, corporation, property rights, bailments, sales riskbearing and mortgages. Prerequisite: BUS 181. (Sp,D)(Sp,E, Alt.)

BUS 208 Issues in Management 3 0 0 3

A presentation of a variety of topics that highlight contemporary problems and issues. Use of case studies and group discussion are used extensively. Prerequisite: RED 100. (S,E, Alt.)

BUS 234 Management 3 0 0 3

Information about the major functions of management and the skills that lead to managerial success. Topics include planning, organizing, directing and controlling. Prerequisite: RED 100. (F,D)(F,E, Alt.)

BUS 240 Personnel Management 3 0 0 3

An introduction to personnel operations with emphasis on the scientific management of manpower. Topics include recruitment, selection, placement, training, promotion, employee services, and health and safety. Prerequisite: BUS 234 or permission of the instructor. (Upon request)

BUS 245 Small Business Operations 3 0 0 3

An introduction to the problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business and employer-employee relations. Prerequisite: permission of instructor. (Upon request)

BUS 262 Finance I 3 0 0 3

A detailed study of short-term, long-term and consumer financing as they apply to proprietary business, partnership, corporation, business units and trusts. Prerequisite: MAT 150 or permission of the instructor. (W,D)(F,E, Alt.)

BUS 263 Finance II 3 0 0 3

A continuation of BUS 262 with emphasis on corporate financial decisionmaking. Prerequisite: BUS 262. (Sp,D)(W,E, Alt.)

BUS 271 Business Communications I 3 0 0 3

This course stresses the importance of producing accurate documents. Emphasis is placed on proofreading for accuracy. The student will become acquainted with the most common mistakes made in business correspondence today. Emphasis will be placed on grammatical errors, numerical errors, spelling errors, capitalization errors, format errors, punctuation errors, etc. Prerequisite: ENG 152. (F,D)

BUS 272 Business Communications II 3 0 0 3

This course is a study of the writing skills and techniques that stress correct grammatical usage, punctuation, spelling, and vocabulary. Emphasis is placed on the composition of the various business letters incorporating positive human relations. Prerequisite: BUS 271. (W,D)

BUS 1103 Small Business Operations 3 0 0 3
An introduction to the problems of small business operations, basic business law, business forms and records, financial problems, job costing, ordering and inventorying, layout of equipment and shops, methods of improving business and employer-employee relations. (F,D)(S,E, Alt.)

CAS 100 Introduction to Computers 2 2 0 3
An introductory course in data processing and applications software designed for the student with little or no computer experience. Emphasis is placed on providing practical exposure to the operations of microcomputer systems and applications software. Topics include: data processing concepts, word processing, electronic spreadsheets, business graphics, database management systems and the BASIC language. Prerequisite: RED 90. (F,W,Sp,S,D)(F,W,Sp,E)

CAS 107 Spreadsheet Processing 2 2 0 3
Practical training in the use of applications software. Emphasis is placed on the use of electronic spreadsheets in implementing worksheets analysis, database management and business graphics. Prerequisite: CAS 100 or permission of the instructor. (F,W,E)(Sp,D)

CAS 111 Micro-Data Management 2 2 0 3
Instruction in database management using DBase III+. Topics include database design and applications for generating business reports such as mailing lists and inventory control. Prerequisite: CAS 100 or permission of the instructor. (W,D)(Sp,E)

CAS 120 Desktop Publishing 2 2 0 3
Upon completion of this course students should be able to plan, markup and produce a job with varied format; set copy to specifications using a microcomputer, proofread and make corrections on a microcomputer with laser printer. Prerequisite: RED 100. (Upon request)

CAS 201 Database Management 3 0 0 3
This course familiarizes students with the basic models and capabilities of standard DBMS packages. Subjects include the storing, organizing, editing, and retrieving of data; setting up data entry screens, creating reports and managing a database environment. Prerequisite: CSC 161. (Sp,E, Alt.)(F,D)

CHM 151 Applied Chemistry for the Health Sciences 4 2 0 5
A study designed for the health science technician. The intent of the course is to increase the student's knowledge of general, organic and biochemistry. Topics include use of the periodic chart, atomic structure, bonding, acid-based reactions, hydrocarbons, chemistry of living organisms and clinical and practical applications of chemistry. Prerequisite: RED 100. (Sp:D)

CJC 100 Basic Law Enforcement Training 8 0 48 24
The North Carolina Criminal Justice Education and Training Standards Commission requires all law enforcement officers to complete a Commission-approved training course. CJC 100 satisfies that requirement and prepares the student for the state comprehensive examination administered by the Commission at the conclusion of the course. Total contact hours are mandated by the North Carolina General Assembly. Prerequisite: As set forth in Chapter 12 Section 9 of the N.C. Administrative Code. (Upon request)

CJC 113 Introduction to Corrections 3 0 0 3
An examination of the total correctional process from law enforcement through the administration of justice: the trial process, probation, prisons and correctional institutions, and parole. The course also treats correctional history and philosophy. Prerequisite: CJC 151. (S,D,E)

CJC 123 Motor Vehicle Law 3 0 0 3
A study of traffic enforcement codes with primary emphasis on North Carolina law relating to motor vehicles. Prerequisite: CJC 153 or full-time Law Enforcement Officer status.

CJC 125 Constitutional Law 3 0 0 3

An introduction of the nature and scope of judicial review; the distribution of powers in the federal system; and limitations on governmental power as pertains to the protection of liberty and property. A review of precedent setting Supreme Court decisions in the criminal justice field. Prerequisite: RED 100. (S,D,E)

CJC 140 Substance Abuse 3 0 0 3

A preparation for the student to identify and classify drugs. Emphasis is placed on the effects of drugs on the human body as they relate to investigation techniques in drug-related cases. Prerequisite: RED 100. (Sp,D,E)

CJC 141 Community Relations & Ethics 3 0 0 3

An examination of community structures with respect to minority groups, peer groups, socioeconomic groups, leader groups and group relations. Emphasis is placed on the organization and function of these groups as they relate to criminal justice-protective services. Prerequisite: PSY 101 and SOC 101 or permission of the instructor. (W,D,E)

CJC 142 Community Based Correction 3 0 0 3

An examination of community resources that can be utilized in the correctional process. The roles of vocational rehabilitation centers; alcohol detoxification units; welfare services; child guidance and mental health clinics; employment services; and private volunteer, professional assistance, legal aid, and other pertinent services are explored. Prerequisite: CJC 113. (F,D,E)

CJC 151 Introduction to Criminal Justice 5 0 0 5

A familiarization of the fundamental characteristics of the criminal justice system. Topics include the philosophy and history of law enforcement, legal limitations in our society, the primary duties and responsibilities of the various agencies and the basic processes of justice. The current status of the profession is evaluated. (F,D,E)

CJC 152 Criminology 5 0 0 5

An introduction to the causes of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment and correctional administration are discussed. Prerequisite: RED 100. (W,D,E)

CJC 153 Criminal Law I 5 0 0 5

A basic legal background for the student seeking to enter the criminal justice field. Examines historical development, philosophy, nature, societal purpose and principles of substantive criminal law. Prerequisite: RED 100. (W,D,E)

CJC 154 Criminal Law II 3 0 0 3

The sequence of procedures that occur from arrest to final disposition of the case. Emphasis is placed on constitutional rights and federal land state laws as they apply to the due process procedure. Prerequisite: CJC 153.

CJC 171 Introduction to Law Enforcement 5 0 0 5

A definition and description of the purpose and types of patrols and the use of police vehicles on patrol. The student is given the opportunity to sharpen powers of perception and observation concerning persons, places and things. Vehicle stops, control of occupants and use of personal protective weapons are covered. Prerequisite: RED 100. (Sp,D,E)

CJC 172 Police Operations 1 0 6 3

A study of the newest techniques in undercover operations, use of informants and surveillance, and state-of-the-art equipment. Usage and practical applications of equipment are covered. Accepted procedures for observation, perception, notetaking, report writing, identification, description of persons and property, field interrogation, and techniques and tactics by type of call are defined. The student is required to perform a call response and complete an affidavit and search warrant. Prerequisite: CJC 171.

CJC 210 Juvenile Delinquency 3 0 0 3

A general survey of juvenile delinquency as an individual and social problem. Topics include theories of delinquency causes, methods of correction and prevention, and a general overview of the juvenile court. Prerequisite: CJC 152. (Sp,D,E)

CJC 211 Rehabilitation 3 0 0 3

An exploration of different avenues of rehabilitation with emphasis on innovative techniques. Prerequisite: PSY 101; SOC 101; CJC 113.

CJC 221 Civil and Criminal Legal Responsibility 3 0 0 3

A definition of the civil and criminal responsibility of security organizations and security personnel. Control and supervision techniques are also covered. Prerequisite: CJC 125. (W,D,E)

CJC 222 Correction Law 3 0 0 3

A familiarization of specific laws pertaining to correction, care, custody and control. Prerequisite: CJC 125.

CJC 225 Victimology 4 0 0 4

An introduction to the study of victims of crime with emphasis on the role of the victim, characteristics of crime victims, conflicts between victims and the criminal justice system and available assistance to victims. Prerequisite: RED 100. (W,D,E)

CJC 231 Criminal Justice Research Methods 3 0 0 3

An introduction to research fundamentals with emphasis on resources available at the local and state level. The student participates in topic search and preparation. Corequisite: Enrollment in CJC 252 or permission of instructor. (S,D,E)

CJC 237 Criminal Investigation 3 0 0 3

An introduction to the fundamentals of investigation. Emphasis is placed on recognizing, collecting and preserving evidence; sources of information; interviewing and interrogating; case preparation; and court presentation. Prerequisite: CJC 251. (F,D,E)

CJC 238 Criminalistics 2 4 0 4

An introduction to the forensic aspects of police science. Crime lab procedures and legal requirements regarding the handling and evaluation of physical evidence are emphasized. All students participate in a simulated evidence examination. Prerequisite: CJC 237. (F,D,E)

CJC 242 Criminal Justice Issues 3 0 0 3

A study designed to provide the student first-hand perspectives on the inter-relationships between criminal justice issues and American (particularly regional) social structures. An in-depth research project culminates in a finished report. The nature of the study is reached by mutual agreement between the students and the instructor. Prerequisite: Permission of the department head: Corequisite: CJC 231. (S,D,E)

CJC 251 Court Procedures & Evidence 5 0 0 5

A foundation course designed to familiarize the student with the different types of evidence and their status in law. Course content includes basic rules of evidence, procedures used in gathering and identifying evidence, and the importance of current court decisions. Prerequisite: CJC 125. (W,D,E)

CJC 252 Criminal Justice Organization & Management 5 0 0 5

An introduction to principles of organization and administration. Coverage includes personnel management, police management, training, communications, records, property maintenance and miscellaneous services. Prerequisite: CJC 171. (S,D,E)

CJC 261 Crime Scene Investigation 3 0 0 3

An emphasis on the importance of identifying and properly marking types of evidence at a crime scene and establishing a legal chain of evidence. The student is instructed in the various ways of preserving and packaging evidence for shipment to a crime lab. Prerequisite: CJC 237.

CJC 270 Police Techniques 1 0 6 3

An introduction to the forensic aspects of police science. Crime lab procedures and legal requirements regarding the handling and evaluation of physical evidence are emphasized. All students participate in a simulated evidence examination.

COE 100 Cooperative Education Seminar 1 0 0 1

A career planning and development course designed to help the student make the transition from school to the world of work. The Cooperative Education Program is explained with emphasis on employee responsibilities and employer expectations in a job situation. The student receives instruction in interview techniques and develops a resume. (Upon request)

Credit	1 Quarter Hour
Contact	1 Quarter Hour

COE 101-110 Co-Op Part-time Work Experience (Parallel Plan)

Through the Cooperative Education Program, the students work on a part-time basis in a position related to his or her program of study and for an employer selected and/or approved by the College. Grades will be determined by the evaluations by employers, instructor, and department heads.

Credit	1-2 Hours/Quarter
Contact	10-20 Hours/Quarter
Prerequisite	Full Admission to the Co-op Program; a minimum of one quarter at MCC with minimum G.P.A. of 2.0. (F,W,Sp,S,D,E)

Co-op is offered in: Accounting, Business Administration, Business Computer Programming, Industrial Management, Criminal Justice, Early Childhood Education, Electronics, Auto Body Repair, Electrical Installation, and Welding and may be used as free elective in other programs.

COS 1001 Scientific Study I 4 4 0 6

A classroom-oriented introduction to professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, skin and disorders pertaining to the hair, scalp and skin. (F,D,E)

COS 1002 Scientific Study II 4 4 0 6

A continuation of COS 1001 with emphasis on skin, scalp, hair, nails and their disorders; permanent waving; chemical hair relaxing; chemical blowout; hair pressing; hairdressing; wigs; hair coloring; and salesmanship. (W,D,E)

COS 1003 Scientific Study III 1 4 0 3

A continuation of COS 1002 with emphasis on anatomy, manicuring, chemistry, cosmetics, facials and hair styling. (Sp,D,E)

COS 1004 Scientific Study IV 1 8 0 5

A continuation of COS 1003 with emphasis on chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, electricity, cold waving and hair shaping. (S,D,E)

COS 1010 Mannequin Practice 4 0 15 9

A study of fingerwaving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, preparation for draping, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking and wig care and styling. (F,D,E)

COS 1020 Clinical Application I 5 0 15 10

A study of live model performance utilizing laboratory practice to develop skills and understanding of techniques and applicants in the areas of bacteriology, pin curling, fingerwaving, rollers, permanent waving, chemical hair relaxing, chemical blowout, hair pressing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring and hair cutting. (W,D,E)

COS 1021 Clinical Application II 1 0 18 7

A continuation of COS 1020 with emphasis on techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics/facials, hair styling, hair coloring and scalp treatments. (Sp,D,E)

COS 1022 Clinical Application III 1 0 18 7

A continuation of COS 1021 with emphasis on chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, cold waving and hair shaping. (S,D,E)

COS 1023 Clinical Application IV 1 0 12 5

A continuation of COS 1022 with particular emphasis on laboratory practice in sanitation, sterilization, artistry in hair coloring, permanent waving, hair styling and hair shaping. (F,D,E)

COS 1040 Clinical Application V 2 0 15 7

An intensified study of manicuring practices toward equipment and implement preparation and use, cosmetics and composition of cosmetics used in manicuring, nail reconditioning, artificial nail application, identification of nail abnormalities and diseases, and proper procedures for professional manicuring. (F,D,E)

COS 1104 Cosmetology Business Practices 3 0 0 3

An introduction to the practical business and communication needs as they apply to the cosmetologist as a salon owner, stylist or apprentice. Salon types, financing, marketing, personnel management and stock controlling are emphasized. Skills in personal communication are developed by instruction and practice in proper telephone manners, group decision-making, patron communication, listening and information distribution. (Sp,D,E)

COS 1125 Art Design 3 0 0 3

This course will present to the cosmetology student or licensed cosmetologist an overview of the design concepts and principles needed to create interesting and effective hair designs. During class meetings, design principles and/or concepts will be presented, defined and demonstrated. Students will be given assignments relating to these concepts. A midterm project and final presentation will be critiqued in the class. (F,D,E)

COS 3004 Cosmetology Instructor Training I 7 0 0 7

A comprehensive approach to introducing the licensed cosmetologist to the requirements of the Cosmetology Instructor Training Program and the North Carolina State Board of Cosmetic Arts. The course content includes orientation, theories of education, unit planning, daily lesson planning, clinic management and evaluation under the supervision of the licensed cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience. (S,D)

COS 3005 Cosmetology Instructor Training:
Practicum I 0 0 30 10

This course will require in-depth applications of teaching theory in the actual practice teaching of cosmetology. Emphasis is on practical demonstrations and clinical management under the direct supervision of the licensed cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience. (Sp,D)

COS 3022 Cosmetology Instructor Training II 7 0 0 7

A continuation of Cosmetology Instructor Training COS 3004 with emphasis on developing and conducting theory classes from prepared lesson plans; preparing and giving examinations; and giving practical demonstrations under the direct supervision of the cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience. (F,D)

COS 3023 Cosmetology Instructor Training: Practicum II 0 0 30 10

A continuation of Cosmetology Instructor Training COS 3004, COS 3005 and COS 3022. This course will require in-depth applications of teaching theory in the actual practice of teaching of cosmetology under the direct supervision of the licensed cosmetology instructor. Emphasis is on conducting theory classes from prepared lesson plans; preparing and giving examinations; and giving practical demonstrations. The cosmetology teacher trainee will compile a notebook of appropriate materials prepared by the trainer, e.g., lesson plans, examinations and unit plans. Prerequisite: COS 3004, COS 3005, COS 3022. (W,D)

CSC 100 Introduction to Data Processing Systems 3 0 0 3

An emphasis on fundamental principles and concepts of business computer programming from micro to mainframe levels. Coverage includes: dataprocessing terminology, history of data processing, the computer and society, an overview of data processing from input to output, characteristics of the CPU and peripheral equipment and business computer programming communication systems. Prerequisite: RED 100. (F,D,E)

CSC 101 Introduction to Programming 2 2 0 3

A fundamentals course in data processing. The student will be instructed in the development of program flowcharts and the techniques of structured programming. Laboratory experience involves flowcharting program exercises. Prerequisite: RED 100. (F,D,E)

CSC 150 Operating Systems 3 0 0 3

A study of computer operating systems. The student will gain insight into the programs which comprise an operating system and learn to develop job control procedures. Procedural job files will be developed in both the PC and Mini/Mainframe environment. Prerequisite: CSC 101. (Sp,D)

CSC 151 BASIC Programming I 3 2 0 4

A course for the student to learn to design, code and test business-oriented programs using the BASIC computer language. Structured programming techniques are stressed. Prerequisite: CSC 101. (Upon request)

CSC 152 BASIC Programming II 3 2 0 4

A continuation of CSC 151. The student is exposed to advanced programming techniques. Prerequisite: CSC 151. (Upon request)

CSC 160 COBOL Programming I 3 4 0 5

The student learns to design, code, document, test, and debug a variety of business and industrial applications programs. Topics include COBOL statements and structure, report editing, comparing, and control breaks. Prerequisite: CSC 101. (W,D,E)

CSC 161 COBOL Programming II 3 4 0 5

A continuation of CSC 160. Advanced structured programming concepts and techniques are presented. Topics include SAM and ISAM files, sorting, merging, and table processing. Prerequisite: CSC 160. (Sp,D,E)

CSC 162 COBOL Programming III 3 2 0 4

A continuation of COBOL Programming II. Advanced structured programming concepts and techniques are presented. Job Control Language is examined in detail. Prerequisite: CSC 161. (S,D,E)

CSC 240 Data Processing Applications 1 0 20 3
Practical experience in a data systems installation. Prerequisite: CSC 161. (Upon request)

CSC 249 Algorithms & Programming 2 2 0 3
A course in various programming concepts, including computer characteristics and operating systems as needed but with emphasis on algorithms using pseudocode. Original algorithms are developed, programmed and documented. Use is made of subroutines, disc files, arrays and the various programming paraphernalia during the course. Related computer lab is required. Prerequisite: CSC 250. (Upon request)

CSC 250 Pascal 2 2 0 3
A more detailed study of structured programming techniques, data types, procedures, functions, recursion, arrays, files and data structures. Related computer lab is required. (Upon request)

CSC 251 RPG II Programming I 3 2 0 4
A course for the student to learn to design, code and test typical business-oriented programs using the RPG II computer language. Structured programming concepts and techniques are stressed. A "problem-oriented" approach is used. Prerequisite: CSC 101. (F,D)(F,E, Alt.)

CSC 252 RPG II Programming II 3 2 0 4
A continuation of CSC 251. The student is exposed to intermediate and advanced structured programming techniques and business applications. Prerequisite: CSC 251. (W,D)(W,E, Alt.)

CSC 253 Pascal Programming I 3 2 0 4
A course for the student to learn to design, code and test business-oriented programs using the Pascal computer language. Structured programming techniques are stressed. Prerequisite: CSC 101. (S,D)(W,E, Alt.)

CSC 254 Pascal Programming II 3 2 0 4
A continuation of CSC 253. The student is exposed to advanced programming techniques to include: link, stacks, queues, and binary trees. Prerequisite: CSC 253. (Upon request)

CSC 259 Systems Design and Analysis I 2 2 0 3
An opportunity for the student to gain understanding of the duties and responsibilities of the system analyst. The specific methods and techniques for conducting a systems project are examined, and a phase by phase approach will be introduced. Prerequisite: CSC 162 or CSC 252. (W,D)(W,E, Alt.)

CSC 260 Systems Design & Analysis II 1 4 0 3
An opportunity for the student to apply the concepts and techniques that have been acquired in previous courses. The student will work individually or in approved two-student groups. The student will design, develop and document a complete and working software package. Prerequisite: CSC 259. (Sp,D)(Sp,E, Alt.)

CST 1110 Construction I 6 0 9 9
An introduction to the residential construction industry with emphasis on structural design. Areas of classroom study and experiential learning include building layout, foundation design, construction materials, tool identification and use, terminology and job safety. Tool use, maintenance and procurement are stressed in all CST courses. (Sp,D)

CAR 1114 Building Codes 3 0 0 3
A study of building codes and the minimum requirements for local, county, and state construction regulations; including safety of sanitation, electrical, mechanical, and plumbing equipment and materials. (S,D)

CST 1115 Construction VI 3 0 18 9
An emphasis on study and practical applications in framing, rafter cutting, roofing and other exterior finishing applications and skills. Particular attention is devoted to finishing materials and interior finishing techniques. (S,D)

CST 1161 Construction Materials 3 2 0 4

An analysis of structural and thermal properties of materials common to residential construction. Lecture time is used to provide technical data pertinent to each material; simple lab experiments demonstrate material performance and capability. (Sp,D)

CST 1173 Home Maintenance 3 0 3 4

A study of elementary plumbing and electrical maintenance, the use of carpentry and masonry in basic house upkeep, and materials available for remodeling and repair. (S,D)

DFT 109 Introduction to CADD 0 6 0 3

This course will examine the fundamentals of Computer-Aided Drafting and Design for engineering and technical applications. Included will be techniques of mechanical, electronics and architectural drafting on the computer. Topics will include creation, editing and manipulation of drawings as well as the use of layers, levels, and file management. (Sp,D)(S,E)

DFT 1105 Mechanical Drafting 1 2 0 2

A practical approach to the development of competencies in drafting technology. Coverage includes techniques and principles of drafting and the operation of drafting equipment and instruments. (Sp,E)(W,D)

ECO 201 Economics 3 0 0 3

An introductory analysis of current socio-economic issues. Topics include government regulations, poverty, energy, pollution, unemployment, inflation, crime and comparisons of major economic systems. Prerequisite: RED 90. (F,D)

ECO 251 Principles of Economics I 3 0 0 3

A study of the present world economic systems with emphasis on the principles of microeconomics—individual and social choices, trade specialization, supply and demand, and prices; macroeconomics—the creation of money, spending cycles, product output, and national income cycles. Prerequisite: RED 100. (F,D)(F,E, Alt.)

ECO 252 Principles of Economics II 3 0 0 3

A continuation of ECO 251 with emphasis on macroeconomics. Topics include national income, components of the spending stream, and comparisons of Keynesian and monetary theory as these apply to inflation, unemployment, economic stabilization, income distribution and consumer choice. Prerequisite: ECO 251. (W,D)(W,E, Alt.)

ECO 253 Principles of Economics III 3 0 0 3

A continuation of ECO 252 with emphasis on microeconomics. Topics include theory of the firm, cost and revenue analysis, the optimizing of business decisions and real-world markets' impact on social choices. Prerequisite: ECO 252. (Sp,D)(Sp,E, Alt.)

EDU 100 Introduction to Early Childhood Education 1 4 0 3

Students will develop skills in observing children, teachers, and early childhood environments. Content of this course emphasizes principles and practices employed in a variety of types of early childhood centers in addition to methods of observation. Scheduled field experiences enable students to become acquainted with the profession in a first-hand manner and prepare students for participation in early childhood classrooms. Corequisite: RED 100. (F,D)

EDU 101 Communication Skills in Early Childhood 3 0 0 3

A study of communication development in young children. Reinforcement of concept formation and vocabulary development are emphasized. Students plan activities in each aspect of language development: listening, oral expression, creative writing, handwriting, grammar, word usage and spelling. Corequisite: RED 100. (F,D)

EDU 105 Music and Creative Movement 2 2 0 3

An exploration of the role of music and creative movement in early childhood education. Sessions provide opportunities for learning songs, games, movement and rhythmic activities, and developing resource files. Corequisite: RED 100. (Sp,D)

EDU 106 Early Childhood Education: Child Care Credential I 3 0 0 3

An introduction to the principles and practices of working with groups of children in the early learning years. This course provides the first half of instruction necessary to qualify for the NC Child Care Credential. Prerequisite: None.

EDU 107 Early Childhood Education: Child Care Credential II 3 0 0 3

An overview for individuals working in the child care profession. This course provides the final half of instruction necessary to qualify for the NC Child Care Credential. Prerequisite: None.

EDU 108 Technology in Education 3 2 0 4

An orientation to audio-visual equipment and materials, and an introduction to the use of computer-aided instructional software (CAI) relevant to the early childhood field. Maintenance of machines and software in field settings is stressed. Prerequisite: RED 100. (S,D)

EDU 140 Child Behavior 3 0 3 4

A study of characteristic behaviors expected at each level of child development. Supervised field experiences provide opportunity to compare and contrast theory and practice, to develop observational skills and to develop beginning skill in identifying activities appropriate to individual needs. Prerequisite: EDU 100; EDU 152. (Sp,D)

EDU 151 Creative Activities 4 2 0 5

The student will pursue a study of creative activities for young children including, but not limited to, art and dramatics. Teaching aids will be developed and students will plan appropriate activities to incorporate into a developmental program for children. Corequisite: RED 100. (W,D)

EDU 152 Procedures in Early Childhood Education 5 0 0 5

The student pursues a study of the historical and social foundations of the profession, methods of teaching young children, and factors involved in planning programs for children. This course prepares the student to develop a resource file and plan single experiences, interest centers, daily schedules, and unit plans. Corequisite: RED 100. (W,D)

EDU 201 Foundations for Literacy 3 0 0 3

An overview of major techniques appropriate for use with young children. Course content includes the identity and utilization of relevant materials, vocabulary development and progressive language experiences with small groups. Prerequisite: EDU 101. (Sp,D)

EDU 204 Children's Literature 3 0 0 3

An in-depth survey of published works with emphasis on criteria for assessing the literary value of children's books. Extensive reading and the development of a topical file provide the student with resources for selection of appropriate materials to use in field practice. Oral reading and storytelling skills are also stressed. Prerequisite: RED 100, EDU 101. (S,D)

EDU 210 Infants and Toddlers in Group Settings 3 0 0 3

A study of development from birth to age three and of the specific problems involved in group care of children under age three. A detailed plan of care for a group of five children is required. Prerequisite: RED 100, EDU 152. (F,D)

EDU 211 The Exceptional Child 4 0 0 4

A study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources and appropriate activities for the child with exceptional deviations in personality or physical development. Prerequisite: Approval of department chair.

EDU 220 Home & Center Child Rearing: Practices & Expectations 3 0 0 3

This course will examine the status of the modern American family, roles undertaken by parents, and various methods of involving parents in a child's center/school setting. Students will develop skills in effective home/school communication, evaluate the purposes and value of home visitation programs, and discuss techniques of working with parents and families which contribute to optimum home-school linkage. Prerequisite: RED 100. (W,D)

EDU 230 Administration and Supervision of a Preschool Facility 3 0 0 3

A study of policies and procedures germane to the operation of a child care center. In-depth coverage of North Carolina licensing requirements and federal certification guidelines is included. Prerequisite: Approval by department chair. (Sp,D)

EDU 241 Seminar Practicum I 2 0 0 2

Student-instructor interaction sessions to analyze individual problems encountered in working with specific age groups of young children. Will accompany COE 101. Prerequisite: Approval by department chair. (S,D)

EDU 242 Seminar Practicum II 1 0 0 1

A continuation of EDU 241, which includes in-depth discussions on child development problems. Prerequisite: Approval by department chair. (Sp,D)

EDU 251 Curriculum Planning 4 2 0 5

This course will focus on major elements of curriculum planning in early childhood education such as assessment of children, long-range instructional planning, various types of schedules, and use of commercial curriculum. Students will design indoor floor plans and playgrounds, list appropriate equipment, materials and supplies needed, and discuss how to set up and monitor safe indoor and outdoor early childhood environments. Prerequisite: EDU 152 or approval by department chair. (W,D)

EDU 256 Exploration Activities: Science, Math & Social Studies 4 2 0 5

Students learn about basic science, math, and social studies concepts, facts, phenomena, and skills which young children think about, discover, and develop. This course prepares students to plan and implement developmentally appropriate science, math, and social studies experiences for young children aged 1-8. Prerequisite: RED 100. (S,D)

EDU 257 Health, Safety, and Nutrition 4 2 0 5

Students learn basic concepts in health, safety, and nutrition, and how these relate to young children. The course emphasizes prevention and identification of common childhood illnesses, diseases, and accidents. Effective caregiver and child health/sanitation practices will be taught. Laboratory experiences enable students to plan menus and food experiences for young children and to gain skills in Infant/Child CPR and First Aid as required for Red Cross certification. Prerequisite: RED 100. (F,D)

EGY 120 U.S. Energy: An Assessment 4 0 0 4

An assessment of the conventional and an examination of the unconventional energy sources native to the United States as they apply to the economy, to the consumer, to national defense and to foreign policy. Prerequisite: RED 100. (Upon request)

ELC 1101 Direct Current 3 4 0 5

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchoff's law and a study of the sources of direct current voltage potentials are included. (F,D,E)

ELC 1102 Alternating Current 2 4 0 4

A presentation of the fundamental concepts of alternating current flow, reactance, impedance, phase angle, power and resonance with an analysis of alternating current circuits. (W,D,E)

ELC 1105 Residential Wiring I 3 0 9 6

Instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications. Services, switchboards, lighting, fusing, wire sizes, branch circuits and conduits are emphasized. National Electrical Code regulations are demonstrated in actual building mock-ups. (S,E)

ELC 1106 Residential Wiring II 2 0 6 4

A continuation of ELC 1105 with coverage of such special purpose outlets as heating units, pumps, dryers, appliances and electric heating. (F,E)

ELC 1107 Power Distribution 4 4 0 6

A study of design and electrical distribution systems for power, lighting, heating, services, switchboards, controls and power panels, motor control centers, unit substations, low and high voltage switchgear and underground systems. (Sp,E)

ELC 1109 Commercial Wiring 1 0 6 3

An examination of wiring and installation of wiring systems in commercial complexes with emphasis on layout, planning blueprint reading, NEC, conduit preparation and installation of simple systems. (W,E)

ELC 1110 Industrial Wiring 5 0 6 7

An emphasis on recommended practices, code requirements, plans, site work, unit substation, feeder bus systems, panelboards, motors and controllers, ventilation facilities and systems protection. (S,E)

ELC 1113 Industrial Machines and Controls 5 0 12 9

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type of control used in small appliances such as thermostats, timers, or sequencing switches. Prerequisites: ELC 1102, MAT 1104. (W,Sp,E)

ELC 1120 National Electric Code 5 2 0 6

An examination of the technical provisions of the National Electrical Code as they apply to the basic layout and construction of electrical systems. Emphasis is placed on compliance as determined by the authority having jurisdiction for enforcement of the Code and use of the Code as a practical guideline for safe-guarding persons and property. (Sp,E)

ELN 110 Technical Documentation 1 0 3 2

A course in documenting maintenance procedures and outlining troubleshooting steps. The use of technical manuals and documenting revisions will be an objective. The procurement of parts and using cross references for replacements will be covered. (Upon request) Prerequisite: RED 100

ELN 152 Semiconductors and Control Devices 4 4 0 6

The first of a three-part semiconductor series. The course will concentrate on the study of semiconductor materials, diodes, thyristors and optoelectronic devices. Labs will be designed to use the particular device under study in a practical circuit application. (W,D)(Sp,E)

ELN 153 Transistor Circuits and Application 4 4 0 6
A study of bipolar and FET transistors and their application in small-signal and power amplifiers. A section covering amplifier frequency response will also be included. (Sp,D)(S,E)

ELN 154 Linear Integrated Circuits 4 4 0 6
A presentation of small signal class A, B, C amplifiers, which includes coverage of both DC and AC amplifier responses. Operational amplifier applications covering comparators, amplifiers, integrators, VCO's and phase locked loops are studied. Additional topics are feedback, frequency spectrum, modulation and mixing and troubleshooting. Prerequisite: ELN 152. (S,D)(F,E)

ELN 155 DC/AC Fundamentals 5 6 0 8
A course designed to teach the student the basic principles of operation of passive components in AC and DC circuits. It will seek to link the areas of AC and DC analysis very closely by discussing both when working with each component type. These components will include resistors, inductors, electrical/electronic measurement and how to measure them in the laboratory, as well as how to use them in calculations. Problem-solving skills using Ohm's Law and Kirchoff's Law equations will be stressed. Basic mathematical skills are assumed, but specific applications to electronic formulae solutions will be covered in detail. Simple troubleshooting skills will be taught both in theory and in practice, by using word problem assignments as part of the classroom work to emphasize theory, and testing these paper solutions as lab assignments to teach the practical portion. The laboratory assignments will acquaint the student with the proper use of all applicable electronic test equipment. These should include, but not be limited to DVM's, VOM's, Oscilloscopes, Frequency Generators, Frequency Counters, and AC/DC Power Supplies. The student will be taught proper measuring and recording techniques, good safety practices, and proper troubleshooting techniques. (F,D,E)(W,E)

ELN 230 Fabrication Techniques 1 6 0 4
A course which includes High Reliability Interconnection Technology for soldering techniques. The student will also design printed circuit boards for a special project, printed circuit board etching, drilling and fabricating the circuit to complete the project. High Reliability Re-Work Technology will be taught with single and multi-layer printed circuit boards. Land and trace repair with installation and plating of edge connectors will be featured. (F,D,E)

ELN 251 Digital Fundamentals 4 4 0 6
An introduction to digital systems which includes topics from sequential and combinational logic. Areas of study include number systems, codes, Boolean Algebra, logic families. Laboratory sessions stress circuit fabrication, extensive hands-on experience, use of basic digital test equipment and troubleshooting. (S,D)(W,E)

ELN 252 Digital Application 2 6 0 5
A continuation of ELN 251. This course will provide the student with an understanding of the digital circuits which are the fundamental building blocks of complex digital equipments as microcomputers. Circuits of interest include flip-flops and other multivibrators, counters, registers, memories and interfacing circuitry leading course dealing with the microprocessor. A heavy emphasis is placed on hands-on projects in lab. Design, analysis and troubleshooting techniques are covered in lecture and experiences in labs. (F,D)(Sp,E)

ELN 261 Communication Systems 4 4 0 6
A study of the concepts of generation and amplification of carrier signals, various modes of modulation (AM, FM, SSB, Pulse, and Multiplex), transmission lines, antennas and hard wired systems. Various types of receivers, including AM, FM, and Single Sideband are studied, and emphasis is placed on such specialized receiver circuits as RF and IF amplifiers, mixers and detectors. The student uses schematic diagrams and lab experiments to learn proper methods of testing, adjusting and troubleshooting. An overview of such communication systems as Broadcast, Mobile, Marine, Radar, Navigation, Cable, Microwave, Cellular Telephones, and Satellites is included. Prerequisite: ELN 154. (F,D)(S,E)

ELN 262 Microcomputers 4 4 0 6
An examination of the organization of a common microprocessor system. The functions of the ALU, registers, busses, and memory are evaluated as well as instruction set. Machine language programming is used to demonstrate the hardware and software aspects of a typical microcomputer. Prerequisite: ELN 251. (W,D)(F,E)

ELN 271 Microprocessor Interfacing 2 6 0 5
The use of robot components demonstrate a microprocessor controller interfaced to such external sensors and devices as light, sound, speech, stepper motors and sonar. Topics include 3-state logic, instruction timing, interfacing with memory and peripheral interface adaptors. Extensive lab work provides practical experience in interfacing various peripherals and sensors to the microprocessor. Prerequisite: ELN 262. (Sp,D)(W,E)

ELN 272 Industrial Controls 2 6 0 5
A presentation of topics relating to the control of industrial processes. Signal conditioning, transducers, control loop characteristics are covered. Practical lab work includes hands-on experience with a commercial programmable logic controllers. Relay ladder logic and programmable controller ladder logic are stressed. Prerequisite: ELN 251, MAT 152. (W,D)(Sp,E)

ELN 280 Analytic Troubleshooting 2 6 0 5
An analytical approach to troubleshooting and repair of consumer electronics devices such as stereos, televisions compact disk players and vcr's. (Sp,D)(S,E)

ENG 90 Basic English I 0 6 0 3
The first in a series of courses designed to foster correct English usage and emphasize basic writing skills. Topics include capitalization, punctuation usage, sentence structure, effective expression and composition. The student's proficiency level determines placement in the course series. (F,W,Sp,S,D,E)

ENG 91 Basic English II 0 6 0 3
A continuation of ENG 90. Prerequisite: ENG 90 or demonstrated proficiency. (F,W,Sp,S,D,E)

ENG 92 Basic English III 0 6 0 3
A continuation of ENG 91. Prerequisite: ENG 91 or demonstrated proficiency. (F,W,Sp,S,D,E)

ENG 100 English Fundamentals 3 0 0 3
A concentration on recognition of the eight parts of speech and their uses, clauses and phrases and their uses, sentences and their parts, basic spelling rules and standard word usage. Additional material may be covered; however, emphasis is on mastering the fundamentals rather than on presenting a comprehensive grammar course. To exit this course, students must score 78 percent on the comprehensive final examination. Exemption is determined by placement testing. Lab hours may be required. Prerequisite: Testing for placement. (F,W,Sp,S,D,E)

ENG 110 Applied Communications 4 0 0 4
A course designed to promote effective communication through correct language usage. Both oral and written communications are included. Prerequisite: ENG 90 or equivalent on placement test and RED 90 or equivalent on placement test. (W,D,E)

ENG 149 Technical Writing 3 0 0 3
A continuation of ENG 152 with strong emphasis on practical application. Students are assigned writing problems peculiar to their fields of study. Also, reference sources are explored and correct documentation procedures are covered. Brief documented reports are required. Prerequisite: ENG 152. (F:D,E)

ENG 150 The Documented Paper 3 0 0 3

A study of library skills and the various steps involved in preparing and writing the documented paper. Students are required to research an appropriate topic and compile the research, along with their own ideas and judgments, into a formal documented paper. Emphasis is placed on the grammatical and composition skills covered in English 151 and English 152. Prerequisite: ENG 152. (Sp,D)(S,D,E)

ENG 151 Composition I 3 0 0 3

A study of sentence, paragraph, and essay through writing. Emphasis is given to the structure, unity, coherence, and development of the paragraph and to the rhetorical patterns used in writing the expository essay. Student writing is done on computer, using a word processor. Credit Hours: 3. Prerequisite: ENG 100. (F,W,Sp,S,D,E)

ENG 152 Composition II 3 0 0 3

A continuation of ENG 151. Emphasis is given to structure and rhetorical techniques of the essay with assigned models for reading and analysis. Students are required to write from eight to ten short, non-documented essays. All writing is done on computer, using a word processor. Prerequisites: ENG 151. (F,W,Sp,S,D,E)

ENG 204 Speech 3 0 0 3

A presentation of the basic concepts and principles of oral communication. Emphasis is placed on the importance of self-concept, the ability to use the English language correctly and numerous techniques common to various communication situations. Each student is required to give various oral presentations before the class. Prerequisite: ENG 151, ENG 152. (F,Sp,S,D)(S,E)

ENG 242, 243, 244, 245, 246,
Creative Writing I, II, III, IV, V, VI 3 0 0 3

A study which gives the student practice in imaginative writing with emphasis on short fiction, poetry and drama. Group readings and critiques of student work will involve discussions of techniques and writers' problems. The main purpose of these courses is to encourage and stimulate literary expression. Advancement within this series of courses is dependent upon tangible evidence of progress. Prerequisite: Permission of the instructor. (Sp:D)

ENG 251 Literary Forms, Criticism and
Research 5 0 0 5

A study of short fiction, poetry, and drama, using representative selections to explore literary techniques, forms and critical terminology. The student will write a critical essay on a work in each genre and will write a documented paper on a subject from literary history. Prerequisite: ENG 152. (F,Sp:D, W:E)

ENG 260 British Literature I 5 0 0 5

A study of British literature from Beowulf through the Neo-Classical period. Several essays and some research are required of each student on subject related to the literature covered in the course. Prerequisite: ENG 251. (F,D)(Sp,E, Alt.)

ENG 261 British Literature II 5 0 0 5

A study of British literature from 1800 to the present. Several essays and some research are required of the student on subjects related to the literature covered in the course. Prerequisite: ENG 251. (W,D)(Sp,E, Alt.)

ENG 269 American Literature I 5 0 0 5

A study of American literature from the colonial period through the Civil War. Emphasis is given to the major authors and major works, these being studied in the context of the times of the writing. Students are required to do some critical writing and research. Prerequisite: ENG 251. (Sp,D, Alt.)

ENG 270 American Literature II 5 0 0 5
A study of American literature from the Civil War to 1950. Emphasis is given to the major authors and major works, these being studied in the context of the times of the writing. Students are required to do some critical writing and research. Prerequisite: ENG 251. (Sp,D, Alt.)

ENG 1104 Technical Report Writing 2 0 0 2
Students are assigned writing problems peculiar to their field of study. Also, reference sources are explored and correct documentation procedures are covered. Brief documented reports are required. Prerequisite: ENG 110. (F:D,E)

GEL 151 Introduction to Physical Geology 4 2 0 5
An introduction to the origin, composition and changes of rocks and minerals, including geological cycles. Prerequisite: RED 100. (Sp,D)

GEL 152 Introduction to Historical Geology 4 2 0 5
A study of the geologic history of the earth, especially North America and Appalachia, and the subsequent changes in its life forms. Included will be methods of interpretation of past environments. Prerequisite: GEL 151. (S,D)

GEO 100 Introduction to Geography 3 0 0 3
An introductory map interpretation course for all students interested in geography. Utilization of maps is emphasized through the illustration of the map as an earth model permitting storage and retrieval. Prerequisite: RED 100. (S,D)

HEA 151 Addictions 3 0 0 3
An overview of substance and process addictions focusing on the disease concept of addiction, and recovery through 12-step groups. Course will include information on alcohol/drug, food, relationship, work, and sexual addictions. Prerequisite: RED 100. (Sp:D)

HEA 152 Human Sexuality 3 0 0 3
Biological, psychological, and sociological aspects of human sexuality. Course will include sessions on sexually transmitted diseases, as well as value clarification and sexual decisionmaking. Prerequisite: RED 100. (W:D)

HEA 153 Death and Dying 3 0 0 3
An exploration of historical and contemporary perspectives on death, rites and rituals, social and ethical issues, the personal experience of death, suicide, survival, and the grief process. Prerequisite: RED 100. (F:D)

HIS 151 Western Civilization I 5 0 0 5
A survey of the ancient Near East, the classical civilization of Greece and Rome and the Middle Ages. A general treatment of the Renaissance, Reformation, and Commercial Revolution. Prerequisite: RED 100. (F,D,E)(S,D)

HIS 152 Western Civilization II 5 0 0 5
A study of the age of absolutism, the intellectual revolution, and the Napoleonic Era. A survey of the Industrial Revolution, the political unification of Germany and Italy, World War I, World War II, and the Cold War. Prerequisite: RED 100. (W,D,E)

HIS 221 The Local Scene 3 0 0 3
A study designed to familiarize the student with the tri-county area—past and present. (Upon request)

HIS 231 Genealogy I 3 0 0 3
An exploration of the role of the family historian. Content includes an in-depth study of genealogical research techniques and a survey of state and national archival resources. (Upon request)

HIS 232 Genealogy II 3 0 0 3
A continuation of Genealogy I, culminating in a major research project on family history. Prerequisite: HIS 231 or permission of the instructor. (Upon request)

HIS 240 Topics in History 3 0 0 3
A course that encompasses subjects not otherwise included in the catalog course listings, but for which special needs may arise. Emphasis will be indicated on individual registration forms and/or quarter schedules. Each course concentrates on the study of some particular period of history or some historical problem, phenomenon or research. Prerequisite: RED 100. (Upon request)

HIS 251 American History I 5 0 0 5
A general treatment of the origins and development of the United States through 1877. Prerequisite: RED 100. (Sp,D,E)

HIS 252 American History II 5 0 0 5
A survey of United States history from the end of the Reconstruction to the present. Prerequisite: RED 100. (S,D,E)

HIS 255 North Carolina History 5 0 0 5
A survey of North Carolina history to the present. Topics include geography; Indian tribes; early settlement; the colonial experience; transition to statehood; and economic, social, religious, and cultural developments. Prerequisite: RED 100. (S,D)

HIS 256 Appalachian Studies 3 0 0 3
An introduction to the Appalachian Region (with emphasis on North Carolina) and its relationship to the mainstream of American history. Topics include geography, settlement patterns, ethnic groups, portrayals of stereotype images, current trends and future prospects. Prerequisite: RED 100. (W,D)(Sp,E)

HUM 257 Appalachian Culture 3 0 0 3
An interdisciplinary approach to the unique culture found in the Appalachia Mountains, including a comparison of the cultural heritage of American and Appalachia. Prerequisite: RED 100. (W,Sp,D)(Sp,E)

HYD 1139 Basic Hydraulics and Pneumatics 3 0 3 4
The basic theories and uses of hydraulic and pneumatic systems, and also, the combination of systems. Basic designs and functions of circuits and motors, controls, electro-hydraulic servo-mechanisms, filtration, accumulators and reservoirs. Installation and maintenance of the components will be made by the student. Prerequisite: ISC 1100. (S,D,E)

ISC 100 Introduction to Industrial Management 3 0 0 3
A study of the organizational and functional aspects of line and staff department in a manufacturing organization with emphasis on relationships, delegation of authority, and assigned responsibility. Focus is placed on the contributions of each department toward overall objectives through functional authority methods of controlled problem solving and the establishment of management goals and controls. (F,E)

ISC 102 Industrial Safety 3 0 0 3
A course which defines and describes the problems associated with accidents and fire in industry. The course explores management and supervisory responsibility in the following areas: fire and accident prevention; investigation and reporting; machine guards, personal protective equipment, and related OSHA regulations; local, state and federal laws concerning fire, accident, hazardous materials and emergency management; first aid, job safety instructions and use of safety committees. The course also introduces the student to insurance regulations, insurance carrier and rating bureau procedures. Prerequisite: RED 100 (Sp,E, Alt.)

ISC 113 Statistical Quality Control 3 2 0 4
An introduction to probability, statistics, and quality control techniques, which includes graphs, measures of central tendency, grouped and ungrouped data, and problem solving. Prerequisite: MAT 92 or satisfactory placement test scores and RED 100. (Upon request)

ISC 221 Production Operation Analysis 3 0 0 3
Modern concepts in the control of manufacturing production. Students will have an opportunity to study a production system with the specific purpose of identifying unnecessary costs, by making sound decisions through a common sense approach. Day-to-day plant direction, forecasting, product planning, and control, scheduling, dispatching, routing, and inventory control are covered. Case histories are discussed and actual lay-outs are utilized for planning and control. Prerequisite: RED 100. (Upon request)

ISC 232 Labor Relations 3 0 0 3
A study of the history of the labor movement in the United States with the structure and legal framework analyzed and an examination of the negotiation administration and major contents of the labor contract. Special studies of arbitration cases which the theories in realistic terms will be utilized. Prerequisite: RED 100. (W,E)

ISC 1100 Industrial Science 3 2 0 4
An introduction to physical principles and their application in industry. Topics in this course include properties of matter, basic electrical principles, heat, sources of force, motion, work energy, and power. Prerequisite: MAT 1101 B. (Sp,E)

ISC 1145 Quality Engineering 1 2 0 2
This course is designed to enable the production or maintenance technician to participate in the formulation of quality plans in the manufacturing setting. The student will learn to design appropriate experiments to provide reliability and validity in data collection. Basic statistical techniques will be applied to data analysis. Students will learn to apply analytical problem-solving techniques to find and remedy the causes of excessive variance in parts production or machine performance. (Upon request)

MAT 90 Basic Math I 1 2 0 2
This course is a study of whole numbers, fractions, decimals, measurements, ratio and proportion, and percentages. Applications for each of these topics are included to give the student experience in solving problems in a broad variety of situations. Prerequisite: None. (F,W,Sp,S:D,E)

MAT 91 Basic Math II 1 2 0 2
A continuation of Math 90. Topics include a study of fractions, decimals, ratios, proportions and percentages and measurement. Prerequisite: MAT 90 or demonstrated proficiency. (F,W,Sp,S,D,E)

MAT 92 Basic Math III 1 2 0 2
This course is a study of geometric figures, basic statistics, square roots and the Pythagorean Theorem, signed numbers, and an introduction to algebra. Applications are included to give the student experience in solving practical problems in a variety of situations. Prerequisite: MAT 90. (F,W,Sp,S:D,E)

MAT 93 Basic Math IV 1 2 0 2
A continuation of MAT 92. Topics include a study of signed numbers and an introduction to algebra. Prerequisite: MAT 92. (F,W,Sp,S:D,E)

MAT 100 Beginning Algebra 3 0 0 3
This course is a study of arithmetic skills, variables and polynomials, linear equations and inequalities, applied problems and solving equations, multiplying and factoring polynomials, fractional algebraic expressions, graphing and geometry, solving systems of equations, radicals, and quadratic equations. Prerequisite: MAT 92, or placement testing. (F,W,Sp,S:D,E)

MAT 110 Applied Mathematics 3 0 0 3
This course is a study of basic mathematical skills and their applications to real life situations. Topics covered include operations with whole numbers, decimals, and fractions. Other topics covered include ratio, proportion, percent, measurement systems, graphs, basic geometry, integers, an introduction to equations and out of class projects. Prerequisite: MAT 90 or placement testing. (Sp:D,E)

MAT 121 Math for Today's Consumer 4 0 0 4
This course provides opportunity to gain understanding of mathematical concepts as applied to today's consumer. Areas covered include a review of mathematics fundamentals, percentages and payroll, simple and compound interest, merchandise discounts and markups, depreciation and inventory. Prerequisite: MAT 90 or placement testing. (W:D)

MAT 149 Trigonometry 3 0 0 3
A continuation of the material covered in MAT 151 with an emphasis on applications to the field of electronics. Topics covered will include applications of trigonometry of right triangles, vectors, and the solutions of oblique triangles using the law of sines, and the law of cosines. Trigonometric identities are also included. Corequisites: MAT 151 or permission of instructor. (F,D)(W,E)

MAT 150 Statistics and Probability 3 0 0 3
An introduction to measures of central tendency and dispersion. Topics include random variables and binomials, normals, student's T and chi-square distributions and an introduction to probability. Prerequisite: MAT 151 or MAT 121. (F,D)(S,E)

MAT 151 College Algebra I 3 0 0 3
This course is a study of the number system as an extension of the natural numbers. Topics include fundamental concepts and operations, functions and graphs, trigonometric functions of the right triangle and systems of linear equations. Prerequisite: MAT 100 or placement testing. (F,W,Sp,S,D,E)

MAT 152 College Algebra II 3 0 0 3
This course is a continuation of the material covered in MAT 151 with an emphasis on applications to the field of electronics. Topics covered will include applications of trigonometry of right triangles, vectors, solutions of oblique triangles using law of sines and law of cosines, graphing the trigonometric functions, and polar coordinates. Prerequisite: MAT 151. (F,W,Sp,S,D,E)

MAT 153 College Algebra III 3 0 0 3
This course is a continuation of MAT 152 with special emphasis on review of exponents and radicals, complex numbers, exponential and logarithmic functions, additional types of equations, determinants and matrices, inequalities, progressions and the Binomial Theorem with applications to probability and statistics, and plane analytical geometry. Prerequisite: MAT 152. (F,W,Sp,S,D,E)

MAT 154 Finite Mathematics and Probability 5 0 0 5
A study of set theory, equations, functions, and matrices; mathematics of finance; logic; theory of probability; and statistics. Prerequisite: MAT 151. (W,D)

MAT 260 Calculus I 3 0 0 3
This course is a study of limits, the derivative, and application of the derivative. Prerequisite: MAT 153. (S:D, W:E)

MAT 261 Calculus II 3 0 0 3
This course is a study of integration, applications of integration, differentiation of transcendental functions, and methods of integration. Prerequisite: MAT 260. (Sp:E,S:D)

MAT 1101 Mathematics Fundamentals 2 4 0 4
This course is a study of basic mathematical functions covering operations involving natural numbers, integers, rational and real numbers. Other topics include percents, geometric figures, ratio and proportion, square roots, signed numbers, algebraic operations, and solving simple and quadratic equations. Prerequisite: MAT 90 or placement testing. MAT 110 will be accepted in lieu of MAT 1101. (F,W,S,E)(Sp,D,E)

MAT 1103 Applied Geometry 3 0 0 3
A study of fundamental properties and definitions; plane and solid geometric figures, ratio and proportion selected general theorems, geometric construction, areas and volumes of solids. Geometric principles are applied to shop operations. Prerequisite: MAT 1101. (S:D,E)

MAT 1104 Applied Trigonometry 3 0 0 3
This course is a continuation of MAT 1103 and includes a study of the applications of fundamental trigonometry. Topics include right triangle ratios, practical applications of right triangles, law of sines, law of cosines and trigonometric identities. Prerequisite: MAT 1103 or permission of the instructor. (W:D,E)

MAT 1120 Construction Math 2 0 0 2
A focus on computations particularly relevant to the construction industry. Topics include board measure, use of framing square in computation, powers and roots, surface measurement, heat loss calculations and estimating. (Upon request)

MEC 1101 Machine Shop I 3 0 12 7
An introduction to the machinist trade and the potential it holds for craftsmen. The course deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. (F,D,E)(W,E)

MEC 1102 Machine Shop II 3 0 12 7
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine and shaper. The student will be introduced to the basic operations of the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1101. (W,D)(Sp,S,E)

MEC 1103 Machine Shop III 3 0 12 7
Advanced studies in machining. The student will apply the skills learned in Machine Shop I and II to machining projects using the power saw, drill press, surface grinder, milling machine and shaper. Prerequisite: MEC 1102. (Sp:D,E)

MEC 1109 Metallurgy I 2 0 3 3
An investigation of the properties of ferrous metals and tests to determine their uses. Some chemical metallurgy is included as background for understanding the physical changes in metals. Topics include physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels and cast iron. (S,D)

MEC 1110 Metallurgy II 2 0 3 3
A continuation of the study of physical metallurgy with emphasis on the nonferrous metals. Topics include bearing metals (brass, bronze, lead); light metals (aluminum and magnesium); copper and its alloys; and powder metallurgy, titanium, zirconium, indium and vanadium. (S,D)

MEC 1111 Machine Shop Practices 0 0 6 2
A study designed to acquaint the student with the procedures of layout work and the correct use of hand and machine tools. The student is exposed to the basic fundamentals of drill press and lathe operation, the hand grinding of drill bits and lathe tools and setup work applied to the trade. (S,D,E)

MEC 1115 Treatment of Ferrous and Non-Ferrous Metals 1 0 3 2

An investigation of the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in these metals. Physical metallurgy of ferrous metals, producing iron and steel theory of alloys, shaping and forming, heat treatments of steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study. (Upon request)

MEC 1117 Machine Repair 2 0 6 4

A course designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together, adjustments necessary to obtain satisfactory service, removal and reinstallation of worn parts, uses of lubricants as applied to machine tools, safety precautions as directed by OSHA. (Sp,D)(F,E)

MEC 1150 CNC Programming for Production and Maintenance 1 2 0 2

An exploration of tool/part positioning in the Cartesian coordinate system by means of G-code and M-code programming languages. Incremental programming will be briefly introduced and a more thorough exploration of absolute programming will be pursued. Emphasis in absolute programming will be the correlation of positioning with appropriate feed and speed rates for the part being produced. (Upon request)

MGT 221 Organizational Behavior 3 0 0 3

A study of individual and small group behavior in a business organization with emphasis on how this knowledge is reflected in current management theories. The understanding of why employees behave the way they do and how to use this development to either maintain or change behavior is stressed. Prerequisite: RED 100. (Upon request)

MKT 240 Sales Development 3 0 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed on mastering and applying the fundamentals of selling; sales demonstrations are required. Prerequisite: RED 100. (Upon request)

MKT 241 Marketing 3 0 0 3

A general survey of the field of marketing, with emphasis on marketing functions and policies and relevant institutions. Prerequisite: RED 100. (F,D)(S,E, Alt.)

MKT 242 Advertising 3 0 0 3

A presentation of the role of advertising in a free economy and its place in the media. Topics include advertising appeals, product and marketing research, selection of media, means of testing effectiveness of advertising, and theory and practice of writing advertising copy for various media. Prerequisite: RED 100. (Upon request)

MKT 245 Retail Management 3 0 0 3

An emphasis on operational problems, retail store organization, location analysis, buying, selling, sales promotion, service and merchandise handling. Case analysis of managerial problems in retailing establishments is included. Prerequisite: BUS 234 or permission of the instructor. (Upon request)

MNT 1134 Electrical and Mechanical Maintenance 3 0 6 5

A course to acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation, including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances are stressed for pre-start inspection. (Upon request)

MUS 101 Music Appreciation 3 0 0 3
A survey of musical forms, styles and history designed for students with little or no musical background. The art of listening will be emphasized. (Sp:D)

NUR 103 Fundamentals of Nursing 6 6 3 10
The present state of nursing is described; nursing's past is summarized. The following concepts are discussed and related to nursing: health, illness, basic human needs, ethics, and problem solving (nursing process). The legal regulation of nursing practice is presented. The issues of malpractice in nursing, patients' and nurses' rights, ethical-legal dilemmas and documentation are discussed. The process of communication is presented. The nursing process is presented as an approach fundamental to the nursing role. Care plans are discussed as one application of the nursing process to illustrate nursing interventions related to basic human needs. Nursing interventions to establish and maintain a safe environment are explained. Nursing skills related to medical and surgical asepsis are included. Each human need is discussed, and the normal means for meeting the need are explained. Alterations in the need or the patient's ability to satisfy the need are included. Assessments and interventions related to need satisfaction are emphasized. Theory, scientific principles, and procedures for basic nursing skills are taught, demonstrated, and practiced in class, the nursing skills laboratory and nursing units in general hospitals. Prerequisite: Satisfactory scores on MCC placement tests. Corequisites: BIO 260 (or prior to); NUR 104, (or prior to). (F,D)

NUR 104 Nutrition 3 0 0 3
Presents the fundamental principles and practices of nutrition essential to maintain health, to prevent illness, and to provide support and therapy during illness. Content includes the composition, digestion, absorption and metabolism of the six basic nutrients. Methods of dietary planning and evaluation are taught. Therapeutic diets are introduced. Students relate their diets to the standards presented. Prerequisite: Satisfactory scores on the MCC placement tests. Corequisites: BIO 260 (or prior to). (F,Sp,D)

NUR 105 Drug Administration 2 2 0 3
Begins with an introduction to drugs and drug therapy, which is then followed by a discussion of the principles and methods of drug administration, with emphasis on implications for nursing care. The nursing process provides the framework for discussions of nursing care and nursing implications. Patient teaching principles are included. Includes systems used in measuring drugs and principles needed for computation. Actions and other pharmacological properties of medications in each classification is integrated in medical-surgical nursing classes as appropriate. Prerequisite: Satisfactory scores on MCC placement test. Corequisite: NUR 106, 116; PSY 101, BIO 261. (W,D)

NUR 106 Medical-Surgical Nursing I 8 0 0 8
Designed to provide beginning knowledge of health problems necessitating medical or surgical intervention and the development of plans for nursing care management. Identification of the physiological, psychological and sociological factors that affect the health status of the adult are included as a vital part of the nursing process. The surgical patient, basic pathophysiological processes and therapeutic interventions pertinent to the patient with cancer and disorders of the integumentary, respiratory, musculoskeletal, and neurologic systems are emphasized. Diet therapy and pharmacotherapeutics are included. Prerequisites: BIO 260, NUR 103, 104. Corequisites: BIO 261; NUR 105, and PSY 201 (or prior to). (W,D)

NUR 107 Medical-Surgical Nursing II 8 0 0 8
A continuation of NUR 106 with emphasis on more complex health problems, requiring thoroughness of nursing care planning and management. Client teaching and rehabilitation are stressed as intrinsic aspects of the nursing process. The etiology, pathophysiology, treatment, and nursing management of these conditions of illness are discussed. Nursing management of persons experiencing disease/disorders of the gastrointestinal, hematologic, endocrine, reproductive, urinary, cardiovascular, and sensory systems are discussed. Prerequisites: BIO 261; NUR 106; 116, PSY 201. Corequisites: NUR 108, 109, 117 (or prior to). (Sp,D)

NUR 108 Gerontologic Nursing 3 0 0 3
Deals with all aspects of the natural aging process placing emphasis on the health needs of this unique group of people. Stresses the care giver's role, in addition to providing up-to-date information about aging and elderly concerns. Presents procedures carried out in care facilities to help care givers carry on their work more safely and efficiently. Emphasizes that birth, growth, aging, and death are all part of a continuum; that each person is unique in passing through each state; and that each has the right to be treated and cared for with dignity and respect. Prerequisites: BIO 260 and 261. (Sp,D)

NUR 109 Concepts of Mental Health Nursing 3 0 0 3
Is designed to provide the student with a basic knowledge and understanding of the adaptive behavior of individuals indicating mental health or disruption of mental health. Emphasis is on an understanding of the basic dynamics of interpersonal relationships and the utilization of the concepts of Maslow's hierarchy of needs in the process of adaptation. Explores and studies basic mental health concepts useful in understanding the response to diseases and dysfunction of both physical and social systems. Emphasizes that each person responds to disease and disorder in accordance with his/her own basic personality traits, past experiences, intelligence, and innate coping mechanisms. Prerequisite: PSY 101. (Sp,D)

NUR 110 Nursing Seminar 3 0 0 3
A study of the licensed practical nurse's role in legal and ethical responsibilities, nursing organizations; career opportunities; The Nurse Practice Act; and the advantages of continued education to improve and update nursing competencies. Prerequisites: NUR 107, 108, 109 and 117. Corequisites: NUR 111, 112, 121, 122. (S,D)

NUR 111 Child Health Nursing 4 0 0 4
Introduces the student to care of infants and children of various ages and the role of the nurse in the context of our society. Emphasis is placed on the family and its functioning in the care of the child. An overview of normal aspects of growth and development, nutrition, fluids, and electrolytes is presented. The nursing process is integrated into the knowledge base for the various pathologic conditions. Developmental needs are presented through the inclusion of child-appropriate interventions. Information basic to understanding childhood illnesses and the appropriate nursing care is presented. Prerequisites: BIO 261; NUR 107, 108, 109, 117; PSY 201. Corequisites: NUR 110, 112, 121, 122. (S,D)

NUR 112 Maternal-Newborn Nursing 4 0 0 4
Presents basic theoretical information regarding childbearing families during the antepartal, intrapartal, postpartal, and newborn periods. Common problems of pregnancy and the newborn are discussed. Family planning is presented. Prerequisites: NUR 107, 108, 109, 117; PSY 201; BIO 261. Corequisites: NUR 110, 111, 121, 122. (S,D)

NUR 116 Medical-Surgical Nursing I Clinical Practice 0 0 15 5
A series of objective-centered learning experiences using selected patients in the medical-surgical units in area hospitals to develop the skills needed to demonstrate the knowledge learned in NUR 106. The nursing process, diet therapy, pharmacotherapeutics; and Erikson's Developmental Tasks are used in planning nursing care. Prerequisites: BIO 260 and NUR 103, 104. Corequisites: BIO 261; NUR 105, 106; PSY 201 (or prior to). (W,D)

NUR 117 Medical-Surgical Nursing II Clinical Practice 0 0 15 5
A series of objective-centered learning experiences using selected patients in the medical-surgical units in area hospitals and the local health departments to develop the skills needed to demonstrate the knowledge acquired in NUR 107. The nursing process, principles of diet therapy, pharmacotherapeutics, and Erikson's Developmental Tasks are used in planning nursing care. Prerequisites: BIO 261; NUR 106, 116; PSY 201. Corequisites: NUR 107; 108 & 109 (or prior to). (Sp,D)

NUR 121 Child Health Nursing Clinical Practice 0 0 6 2

A series of objective-centered sessions using selected patients in area hospitals to develop the skills needed to apply knowledge learned in NUR 111. Experiences in selected community agencies are planned to stress the scope of child health care. Prerequisites: BIO 261; NUR 107, 108, 109 and 117; PSY 201. Corequisites: NUR 110, 111, 112, 122. (S,D)

NUR 122 Maternal-Newborn Nursing Clinical Practice 0 0 6 2

Provides the student with opportunities to apply nursing theories and skills learned in NUR 112 in the nursing care of childbearing families during the antepartal, intrapartal, postpartal, and newborn periods. Objective-centered experiences are planned using the obstetrical units of a local hospital and selected patients. Diet therapy and pharmacotherapeutics relevant to childbearing families and Erikson's Developmental Tasks are used as a basis for planning nursing care. Experiences in selected clinics are planned to stress the scope of maternity nursing. Prerequisites: BIO 261; NUR 107, 108, 109, 117. PSY 201. Corequisites: NUR 110, 111, 112, 121. (S,D)

NUR 3023 Nursing Assistant I 2 2 6 5

The Nursing Assistant I Course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, including the mental, social and physical needs of the elderly; patient's rights; nutrition management; elimination procedures and activities; human body structure and function and related common diseases/disorders; communication and documentation; death and dying; and the roles of the nursing assistant and health team members. A skills/competency evaluation is required for determining student competency. The course includes class, laboratory, and clinical learning experiences. Clinical learning experiences may be obtained in long-term care facilities, hospitals and home health agencies. Upon satisfactory completion of the course and skills/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the North Carolina Board of Nursing and for admission to Nursing Assistant II NUR 3024. In all employment settings, the registered Nurse Aide I will work under the direction and supervision of licensed personnel. Prerequisite: None. (F,D,N)

NUR 3024 Nursing Assistant II 3 4 9 8

Nursing Assistant II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. Emphasis is on infection control including principles of sterile technique and dressing changes for wounds over 48 hours; elimination procedures including catherizations, irrigations, and care of established ostomies; intravenous site care, observation and removal; oropharyngeal suctioning; established tracheostomy care; observation and maintenance of oxygen therapy; breaking/removing fecal impactions; enteral nutrition for existing infusions and roles of Nursing Assistant II with members of health care team. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory and clinical learning experiences. Clinical learning experiences may be obtained in long-term care facilities, hospitals and home health agencies. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aid II by the North Carolina Board of Nursing. In all employment settings the registered Nursing Assistant II will work under the direction and supervision of licensed personnel. Prerequisite: Successful completion of Nursing Assistant I (NUR 3023) or a Board of Nursing approved Nursing Assistant Course including the skill/ competency evaluation or completion of an approved Competency Evaluation Program including testing and skill/competency evaluation such as Nursing Assistant III (NUR 3022). Refresher course with a Competency Evaluation Program. Meet college admission requirements for Nursing Assistant II (NUR 3024) and permission of nursing instructor. (W,D,N)

NUR 3025 Home Care 2 2 0 3
The home care course prepares graduates to provide basic health and personal care for infants, children, adolescents, and adults including the elderly in the home. The course emphasizes growth and development throughout the life span; nutrition and meal preparation; medication management; pediatric home care; safety, accident prevention, and emergencies in the home; community resources; family dynamics; and home management. In all employment settings, the nursing assistant giving home care will work under the supervision of a licensed nurse. Prerequisite/Co-requisite: Meet the college admission requirements and approval by nursing instructor. (Sp,D,E)

ORI 90 Study Skills 0 0 4 2
A study designed to help the individual improve his/her general effectiveness as a student. Reading skills, study skills and note taking are covered. Students also become familiar with exam taking and with the Learning Resource Center. (Upon request)

ORI 109 Applied Study Skills 3 0 0 3
A course designed to provide students with study skills which they can apply to their other coursework. Techniques are presented in the areas of time management, listening, reading an assignment, note-taking, test-taking, memorization, critical thinking and communication skills. Prerequisite: None. (E)(F,S:D)

ORI 110 Career Decision making 2 0 0 2
A course recommended for students who are uncertain of their occupational choice. Through classroom exercises and discussions, interest inventories and surveys, out-of-class projects and readings, students will obtain information about their interests, values and skills and use this information in working toward career decisions. (W,S:D)

OSC 101 Typewriting I 1 2 0 2
An introduction for the student with no previous typewriting experience. Emphasis is placed upon mastery of the keyboard and simple correspondence. The student may exempt OSC 101 by attaining a minimum competency grade of "B" on an exemption exam. (F,D,E)

OSC 102 Typewriting II 2 2 0 3
An emphasis on accuracy, correct technique and speed with application on tabulation, manuscript, business correspondence and various business forms. A minimum competency grade of "C" is required for the completion of, or exemption of, OSC 102. Prerequisite: OSC 101. (W,D,E)

OSC 103 Typewriting III 2 2 0 3
A continuation of OSC 102, which stresses speed and accuracy in producing mailable copies of business correspondence, tabulation, manuscript and other business forms. A minimum competency grade of "C" is required for the completion of, or exemption of, OSC 103. Prerequisite: OSC 102. (Sp,D,E)

OSC 104 Production Typewriting 2 2 0 3
An advanced course which stresses individual production rates. The student is exposed to techniques and problems common in various office settings. Projects include review of appropriate letter forms; the typewriting of reports and manuscripts; and extensive exposure to medical, governmental and legal forms. Prerequisite: OSC 103. (S,D,E)

OSC 105 Shorthand I 3 2 0 4
A study of shorthand theory including reading, brief forms, phrases, word families and penmanship. The student may exempt OSC 105 by attaining a minimum grade of "B" on an exemption exam. Corequisite: RED 100. (F,D)

OSC 106 Shorthand II 3 2 0 4
A continuation of OSC 105. Emphasis is placed upon writing, dictation and transcription. Prerequisites: OSC 105 and basic typewriting proficiency. (W,D)

OSC 107 Shorthand III 3 2 0 4
A continuation of OSC 106 with emphasis on speed in taking dictation and accuracy in transcription. Prerequisites: OSC 102; OSC 106. (Sp,D)

OSC 109 Keyboarding 1 2 0 2
A study for the student with no previous keyboard or typewriting experience. Emphasis is placed upon mastery of the keyboard and use of correct techniques and speed. The student may exempt OSC 109 by attaining a minimum grade of "B" on a proficiency exam. (F,D,E)

OSC 112 Machine Transcription 2 2 0 3
A course to foster student skill in typing mailable letters, memoranda and manuscripts directly from recorded tapes. Vocabulary development, spelling, grammar, punctuation and word division are stressed. Prerequisites: OSC 103; ENG 151. (S,D)

OSC 115 Word Processing I 2 2 0 3
A presentation of the concepts, procedures and skills used in computerized word processing. The student produces text material of varying lengths; makes revisions, insertions, deletions and exchanges; and prints the documents. Prerequisite: OSC 101 or permission of the instructor. (Sp,D)(W,E)

OSC 116 Word Processing II 2 2 0 3
An advanced course which stresses utilization and refinement of basic word processing skills. Projects are assigned to promote development of advanced word processing skills. Prerequisite: OSC 115. (F,D)

OSC 221 Office Procedures and Practices 3 2 0 4
An examination of responsibilities encountered by an office professional during a workday. Topics include business terminology, time management, office communications, appointments management, confidentiality, travel and conference arrangements, telephone and switchboard techniques, mail processing, office supplies, and various reprographic and audio visual equipment. Prerequisites: OSC 103; OSC 223; BUS 271. (W,D)

OSC 223 Records Management 2 2 0 3
An overview of indexing and filing fundamentals. Topics include theory and practice of filing correspondence; the use of filing kits and guides; and the alphabetical, numerical, subject and geographical filing systems. Prerequisite: RED 100. (F,D)

OSC 225 Medical Terminology I 3 0 0 3
A beginning course in medical terminology providing a study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, word roots, and their combining forms. (F:D)

OSC 226 Medical Terminology II 3 0 0 3
A continuation of OSC 225 with greater emphasis on an understanding of terminology and its use in the medical office. Provides further study of the medical terms as they relate to anatomical body parts, diseases, operations, x-rays, nuclear medicine and drugs. Prerequisite: OSC 225. (W:D)

OSC 231 Medical Office Procedures 2 2 0 3
A continuation of OSC 221, oriented toward the medical environment. Topics include medical terminology, preparation and maintenance of financial and medical reports, billing and collection procedures, and processing of insurance forms and claims. Prerequisite: OSC 221. (Sp,D)

OSC 234 Basic ICD-9-CM Coding 3 0 0 3
A study of the detailed coding principles used in hospitals and physician's offices. Upon completion of this course, students should be able to discuss the evolution of ICD-9-CM coding; define the symbols, abbreviations, and conventions used with ICD-9-CM; and have a basic working knowledge of ICD-9-CM coding procedures. Prerequisites: BIO 270; OSC 230. (Upon request)

OSC 235 Medical Transcription 2 2 0 3

Upon completion of this course, students should be able to demonstrate operation of dictating machines correctly and efficiently, identify legal and ethical aspects of medical transcription, demonstrate competency in the use of dictionaries and other references, transcribe medical reports and correspondence into final mailable form, and read and explain the content of such reports. Emphasis will also be placed on medical terminology. Prerequisites: OSC 230, 115. (Sp,D)

OSC 236 Medical Insurance I 3 0 0 3

Upon completion of this course, the student should understand the basic, universal concepts of medical insurance and billing procedures, legal considerations, and procedural coding. (W,D)

OSC 237 Medical Insurance II 3 0 0 3

A continuation of OSC 236. Emphasis will be given to Unemployment Compensation, Medicare, Medicaid, Blue Cross/Blue Shield, CHAMPUS, and other insurance carriers. Prerequisite: OSC 236. (Sp:D)

OSC 240 Medical Law and Ethics 3 0 0 3

Designed to acquaint the student with the legal aspects of medical practice acts; the relationship of the physician, patient, professional liabilities, and types of medical practice. Prerequisite: None. (F:D)

PED 101 Physical Fitness Concepts 1 2 0 2

The purpose of this course is for the student to develop a knowledge and appreciation for a continued state of physical fitness. Areas of emphasis include exercise principles, weight control, diet, cardiovascular fitness, environmental stresses, relaxation techniques, posture analysis, body mechanics, and the construction and application of an individual exercise program. (S:D)

PED 102 Tennis 0 2 0 1

Course will cover the mechanics of the fundamental strokes of the game. Emphasis will also be placed on the basic rules, nomenclature, and etiquette of the game. (F,Sp,S,D,E)

PED 103 Golf 0 2 0 1

The correct grip, stance, body position, full swing, central shots, and putting techniques are emphasized. (F,D)

PED 104 Skating 0 2 0 1

Instruction is designed to introduce the student to the enjoyment of the active sport of skating. It is for students at all levels of ability, from beginners to the more experienced skaters. Instruction is given on basic positioning, balance, and form. (W,D,E) Fee is charged.

PED 105 French-Swiss Snow Skiing 0 2 0 1

A skills development course designed to provide each individual student with instruction in snow skiing from beginner through intermediate levels. Instruction is provided in homogeneous groups so students will begin at their present level and progress at their own pace. One two-hour session will be held on campus with five four-hour sessions on the slope. Fee is charged. (W,E)

PED 106 Beginning Swimming 0 2 0 1

The objective of this course is to equip individuals with basic water safety skills and knowledge in order to make them reasonably safe while in, on, or about the water. Fee is charged. This course will follow the American Red Cross Outline. (Sp:D,E)

PED 202 Intermediate Tennis 0 2 0 1

Reinforcement of basic strokes and techniques learned in PED 102. Emphasis is placed on strategy, variations of basic strokes and match play. Prerequisite: PED 102. (F,Sp,S:D,E).

PED 205 French-Swiss Snow Skiing II 0 2 0 1

A skills development course designed to provide each individual student with instruction in snow skiing from intermediate through advanced levels. Instruction is provided in homogeneous groups so students will begin at their present skill level and progress at their own pace. One 2-hour session will be held on campus with five 4-hour sessions on the slope. Prerequisite: PED 105 (W:E) A fee is charged.

PED 206 Advanced Beginning Swimming 0 2 0 1

The objective of this course is to increase the aquatics abilities of individuals by adding to their skills. Also the course will afford the individuals an opportunity to experience continued success in a reasonable period of time and thus motivate them to continue their water safety training. The course will prepare the students for additional water safety training by introducing them to a series of skills designed to improve their stamina and basic coordination. Prerequisite: PED 106. Fee is charged. (Sp:D,E)

PHI 151 Ethics for the Professional 3 0 0 3

A treatment of ethical theories and moral decision-making as they apply to the professions. Topics include paternalism, confidentiality, loyalty, truthfulness, "whistle-blowing,", individual interest vs social responsibility. Prerequisite: RED 100. (W:D)

PHI 251 Introduction to Philosophy 5 0 0 5

A survey of the philosophical thought of the western world. Emphasis is given to solutions offered by the classical, medieval, modern and contemporary thinkers to major philosophical problems. Prerequisite: ENG 152. (F,S,D)

PHY 151 Physics I: Mechanics 3 2 0 4

A study of classical mechanics. Topics include the metric system, the properties of matter, work, energy, forces, motion, the laws of Newton and simple machines. Prerequisite: MAT 151, RED 100. (W:D,E)

PHY 152 Physics II: Hydraulics and Heat 3 2 0 4

A study of thermodynamics, ideal gases and heat transfer. Topics include temperature and the properties of fluids at rest and in motion. Prerequisite: PHY 151. (Sp:D,E)

PHY 153 Physics III: Light and Sound 3 2 0 4

A study of wave motion related to study of light and sound. Topics include reflection, refraction and simple lenses. The production of sound waves and resonance is investigated. Prerequisite: PHY 152. (S,D,E)

PHY 154 Physics IV: Electricity, Magnetism, and Nuclear Physics 3 2 0 4

A discussion of electric and magnetic fields and current, voltage, and resistance in electric circuits. Other topics include magnetism, electro-magnetic induction and alternating current circuits. Modern physics and nuclear physics are introduced. Prerequisite: PHY 153. (Upon request)

PHY 1101 Applied Science in Welding I 3 2 0 4

An introduction to the physical state of matter with emphasis on practical applications. Topics include measurement, a study of the laws of motion, vectors, work, energy, power and simple machines. (F,D,E)(W,E)

PHY 1102 Applied Science in Welding II 3 2 0 4

A continuation of PHY 1101 with emphasis on the properties of materials, heat, light and sound. Prerequisite: PHY 1101. (Sp,D,E)(S,E)

POL 101 National Government 3 0 0 3

A study of institutions and policies as these relate to American government. Topics for examination include philosophical concepts, a brief history of American government and the development of the Constitution. Congress, the Presidency, and the Judiciary are reviewed in terms of political parties, interest groups and civil rights. Prerequisite: RED 100. (F,E)(S,D)

POL 102 State and Local Government 3 0 0 3
A study of the functions, organization and decision-making processes of state and local governments. Topics include administration, legal procedures, law enforcement, police powers, taxation, revenues and appropriations. North Carolina state government and the governmental structures of Avery, Mitchell and Yancey counties are used as models for discussion. Prerequisite: RED 100. (W,E)(Sp,D)

POL 251 American Government and Politics 5 0 0 5
The American political system; analysis of current political institutions and their development; and how politics shape policies. Prerequisite: RED 100. (F,D)(S,E)

PSY 101 Introduction to Psychology 3 0 0 3
An introduction to the field of psychology. Coverage includes a survey of the four major schools of psychology and the topics of consciousness, learning, thinking, motivation, emotions, human development and personality, psychopathology, perception, and applied psychology. Prerequisite: RED 100. (F,D,E)(W,D)

PSY 110 Human Growth and Development 3 0 0 3
An overview of the life span from conception to death. Physical, social, emotional and mental development during the various stages is explored with a focus on the developmental tasks during the stages. Prerequisite: RED 100. (W,D)

PSY 201 Human Growth and Development I 3 0 0 3
An exploration of physical, social, emotional, mental, and moral development of individuals from conception through childhood. Attention will focus on the developmental tasks during the different stages of growth. Prerequisite: RED 100. (Sp,D)

PSY 202 Human Growth and Development II 3 0 0 3
The course will explore the life phases of puberty, adolescence, adulthood (early, middle, and late), and death. Prerequisite: RED 100. (F,D)

PSY 210 Applied Psychology 3 0 0 3
A basic course that will explore the application of psychological issues across a broad range of experiences, including work, education, consumer concerns, social environmental interests, mental health, human relations, and life span development. Prerequisite: RED 100. (W,D)(Sp,D)(Sp,E, Alt.)

PSY 220 Introduction to Educational Psychology 3 0 0 3
A survey course designed to expose the learner to the area of educational psychology. Topics surveyed include some of the historical influences in education, major schools of philosophy and their influence on learning, basic purposes and goals of education, psychological theories and learning and some of the current issues in education. Prerequisite: PSY 101 or permission of the instructor. (W,D)

PSY 221 Adolescent Psychology 3 0 0 3
A study of the nature and source of the problems of adolescents in western culture. Physical, emotional, social, intellectual and personality development during adolescence is emphasized. Prerequisite: RED 100. (Upon request)

PSY 240 Selected Topics in Psychology 2 0 0 2
A course that involves topics/issues not included in the regular course listing but for which special interest may arise. Emphasis will be indicated on individual registration forms and/or quarter schedules. Prerequisite: Permission of instructor. (Upon request)

PSY 241 Abnormal Psychology 3 0 0 3
An introduction to the field of those who are labeled mentally ill, maladjusted or abnormal. Topics include historical developments; the various viewpoints concerning the issues of abnormality and its causes; classification and features of the various patterns of disorder, treatment and prevention; and current issues in the field. Prerequisite: PSY 101 or permission of the instructor. (F,E)(W,D)

PSY 251 General Psychology 5 0 0 5
A study of human behavior and experience relating research to the problems and challenges of human existence. The course will examine the major psychological systems in the discipline. Topics will also include motivation, perception and thinking, personality development, abnormal psychology and psychotherapy, learning, intelligence, emotions and stress, and developmental psychology. Prerequisite: RED 100. (W,D)(S,E, Alt.)

PSY 1101 Human Relations 2 0 0 2
An introduction to societal and personal factors that influence the behavior of people toward one another. Topics include motives, human needs and wants, job satisfaction, health, personality, group interaction, family living patterns and other subjects as they relate to self-awareness and positive interpersonal relations on the job and in the community. (F,D,E)

RED 90 Basic Reading I 0 6 0 3
The first in a series of courses designed to increase proficiency in vocabulary, comprehension, word attack and reading rate. Topics include following directions, using context clues, locating the answer, getting the facts, getting the main idea, drawing conclusions and making an inference. The student's proficiency level determines placement in the course series. (F,W,Sp,S,D,E)

RED 91 Basic Reading II 0 6 0 3
A continuation of RED 90. Prerequisite: RED 90 or demonstrated proficiency.(F,W,Sp,S,D,E)

RED 92 Basic Reading III 0 6 0 3
A continuation of RED 91. Prerequisite: RED 91 or demonstrated proficiency.(F,W,Sp,S,D,E)

RED 95 Speed Reading 0 0 4 2
A course designed to help the student increase his/her rate of reading comprehension. Special reading materials are used to broaden the span of recognition and to increase eye coordination and word group recognition through emphasis on processes appropriate for the style, difficulty and theme of different types of reading material. Prerequisite: RED 92 or demonstrated proficiency. (Upon request)

RED 100 Efficient Reading 3 0 0 3
A diagnostic approach to individual reading and an emphasis on the acquisition and application of reading skills. In addition to other selected materials, the student works with reading selections and vocabulary pertinent to his/her specific program of study. Prerequisite: Testing for placement. (F,W,Sp,S,D)(E as needed)

REL 251 Old Testament Literature 5 0 0 5
A study of the Old Testament literature. Each chapter will be analyzed from a historical and religious perspective. Prerequisite: RED 100. (Sp:D)

REL 252 New Testament Literature 5 0 0 5
A study of the New Testament literature. Each chapter will be analyzed from a historical and religious perspective. (F:D)

REL 261 The Human Religious Experience 5 0 0 5
A philosophical assessment of the concepts and development of world religions, past and present, including Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity. Prerequisite: RED 100. (Sp:D)

SOC 101 Introduction to Sociology 3 0 0 3

An introduction to the field of sociology. Coverage includes historical developments and theoretical perspectives; the individual, culture and society; social inequality, social institutions; and social changes in the modern world. Prerequisite: RED 100. (F,D)(Sp,D,E)

SOC 110 Marriage and the Family 3 0 0 3

An examination of contemporary marriage and family relations from a social-psychological perspective. Prerequisite: SOC 101, 251 or permission of the instructor. (Sp,D)

SOC 111 Social Problems 3 0 0 3

An investigation of major societal problems, including such issues as crime and delinquency, race relations, rural-urban poverty, family disorganization, and drug abuse. Prerequisite: SOC 101, 251 or permission of the instructor. (W,D)

SOC 251 General Sociology 5 0 0 5

A study of the fundamental concepts and general principles in sociology. Topics to be explored will include the sociological perspectives; culture and society; deviance; inequalities of race, ethnic, gender, and age; the social institutions: family, education, religion, medicine, economics, and politics; social change; technology and the environment; and war and peace. Prerequisite: RED 100. (Sp,D)(S,E, Alt.)

SPA 151 Elementary Spanish I 5 0 0 5

Use of basic skills of reading, writing, speaking and listening to Spanish as a foundation for understanding grammatical forms. Incorporation of everyday situations. Prerequisite: RED 100. (F,Sp,D,E)

SPA 152 Elementary Spanish II 5 0 0 5

A continuation of skills development in reading, writing, speaking and listening to Spanish with emphasis on oral proficiency and grammar. Prerequisite: SPA 151 or permission of the instructor. (W,S,D,E)

SSC 251 Honors Seminar 3 0 0 3

The honors seminar, which varies in topic from year to year, is open with the consent of the instructor, to any interested and qualified student. Although one faculty member supervises the course, many individuals participate in the seminar and share responsibility for leading class discussion. Prerequisite: 3.25 GPA. (F,D)(S,E)

WLD 1101 Basic Shielded Metal Arc Welding 2 0 12 6

This course provides the student with a thorough technical understanding of arc welding fundamentals, welding safety, arc welding machines, electrode classifications and selection. It also provides training to develop the manual skills necessary to make high quality shielded metal arc welds in all positions on mild steel from 16 gage to 1" plate single pass and multiple pass. To weld using mild steel and low hydrogen iron powder electrodes using AC and DC welding power sources.

WLD 1102 Advanced Shielded Metal Arc Welding Plate-1 2 0 12 6

This course provides training to develop the manual skills necessary to produce quality multipass fillet and groove welds with backing in all positions using the E6010 and E7018 electrodes on thick carbon steel plate similar to many structural applications. Welding related information is included on weld size and profile, carbon arc cutting, hardsurfacing, repair of cast iron and metal identification.

WLD 1103 Advanced Shielded Metal Arc Welding-2 2 0 12 6

This course provides training to develop the manual skills necessary to produce quality single-v-groove welds, using uphill travel. Welding related information is included on welding variables and safety, destructive and nondestructive testing and procedure and welder qualification.

WLD 1104 Basic Gas Tungsten Arc Welding 1 0 6 3

This course provides the student with a thorough technical understanding of gas tungsten arc welding fundamentals, arc characteristics and welding safety. It provides training to develop the manual skill necessary to make high quality gas tungsten arc welds in all positions on 16 to 11 gage carbon and stainless steel, and aluminum, using both direct and alternating current. In addition, material is presented on the weld characteristics of carbon steel, stainless steel and aluminum. Information on pulsed current is included to prepare the student for more detailed applications of pulsed current used in gas tungsten arc welding pipe.

WLD 1105 Shielded Metal Arc Welding Pipe-1 2 0 12 6

This course provides the student with a thorough technical understanding of pipe welding nomenclature, weld quality, uphill pipe procedures and preheating and interpass heat treatments. It provides training to develop the welding skills necessary to make high quality welds on open root mild steel pipe in the 2G and 5G positions.

WLD 1106 Shielded Metal Arc Welding Pipe-1 2 0 12 6

This course provides the student with a thorough technical understanding of pipe welding nomenclature, weld quality, uphill pipe procedures and preheating and interpass heat treatments. It provides training to develop the welding skills necessary to make high quality welds on open root mild steel pipe in the 6G position, stainless steel pipe in the 6G position and mild steel pipe with backing rings in the 6G position.

WLD 1107 Gas Tungsten Arc Welding, Pipe 1 0 6 3

This course provides the student with a thorough technical understanding of gas tungsten arc welding fundamentals, preparation for welding pipe and pipe welding defects. It provides training to develop the manual skills necessary to produce high quality groove welds on carbon and stainless steel pipe and tubing in the 2G, 5G, and 6G positions.

WLD 1108 Basic Gas Metal Arc Welding 1 0 6 3

This course is designed to provide the student with a thorough technical understanding of welding safety, gas metal arc welding fundamentals, gas metal arc equipment adjustments, metal transfer and shielding gases. It also provides training to develop the manual skill necessary to make high quality gas metal arc welds in all positions on mild steel from 1/16 inch sheet to 3/8 inch plate single pass and multiple pass, using short circuit transfer. To illustrate problems associated with welding situations and provide corrective information. Information on flux cored arc and submerged arc welding is furnished to familiarize the student with other continuous wire processes.

WLD 1109 Advanced Gas Metal Arc Welding 1 0 6 3

This course is designed to provide the student with a thorough technical understanding of welding safety gas metal-arc welding of aluminum, including basic fundamentals, types of equipment and metal transfers. It also provides training to develop the manual skills necessary to make high quality gas metal arc welds on aluminum .125″ to .250″ thick in all positions, single and multipass. Flux core gas metal arc welding of carbon steel will also be covered in this course.

WLD 1130 Auto Body Welding I 1 0 3 2

A course which involves the student in welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. The student runs beads, does butt and fillet welding, and performs tests to detect strengths and weaknesses of welding joints. Safety procedures are emphasized throughout the course. (F,D,E, Alt.)

WLD 1131 Auto Body Welding II 1 0 3 2

A course which involves the student in the study of high strength and high strength low alloy steels. This course also includes plastic welding and its use in today's automobile. The student practices welding using mig and resistance welders for HHS and HSLA metals and various types of equipment for plastics. (W,D,E, Alt.)

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The Mayland Community College Foundation is a group of citizens from the three-county area who work to raise funds and cultivate friends for the college. The results of their efforts are evident in special projects at the college, scholarships for students, and especially in 1990-92 the construction of a Child Development Center. The Board of Directors for the Foundation includes:

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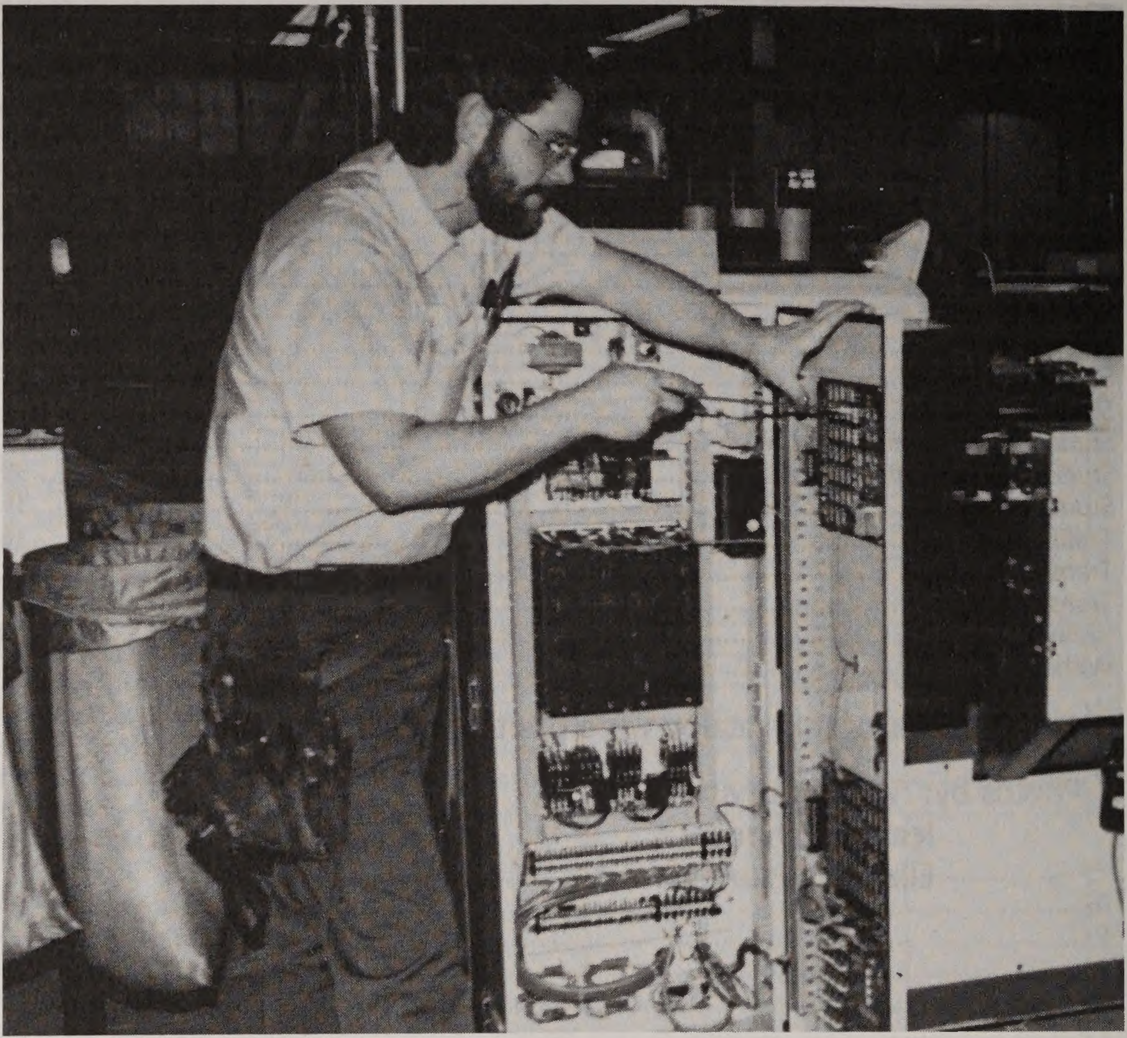

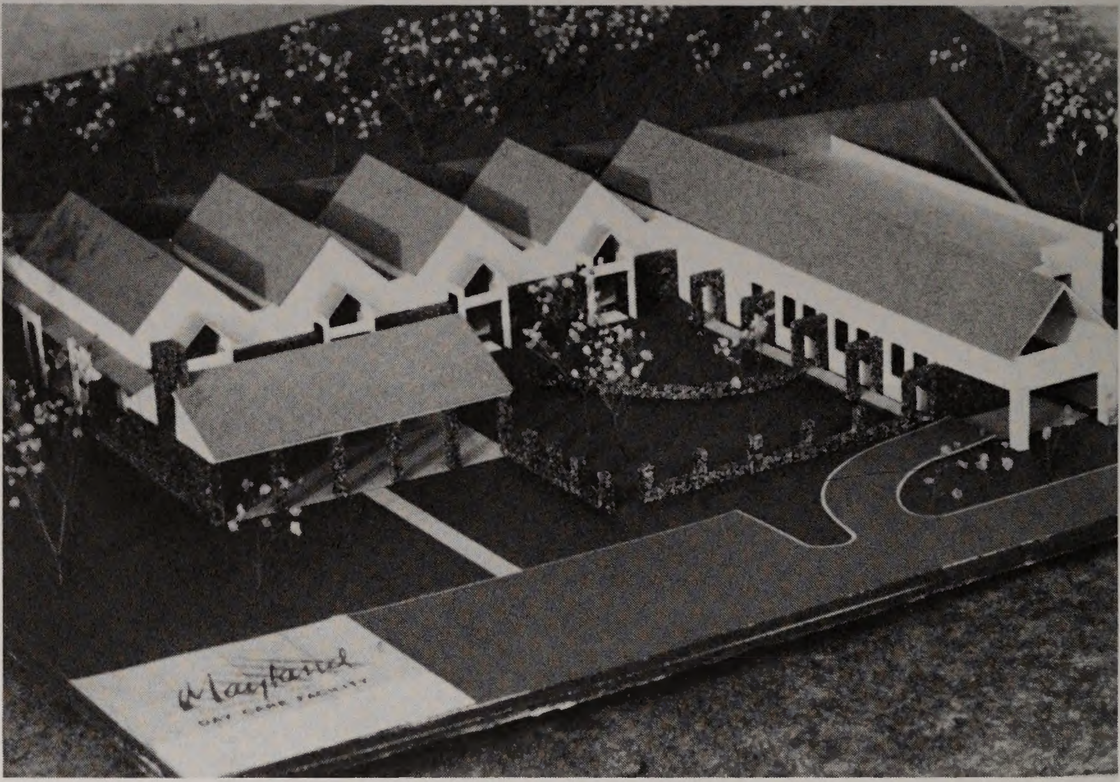
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